



## College of Physicians and Surgeons of British Columbia

300-669 Howe Street  
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## **WORKSHOP/COURSE CANCELLATION AND REFUND POLICY**

This policy pertains to educational programs offered by the College of Physicians and Surgeons of British Columbia. All cancellations must be submitted in writing to:

College of Physicians and Surgeons of British Columbia  
300-669 Howe Street  
Vancouver BC V6C 0B4  
Fax: 604-733-3503

Cancellations will also be accepted if sent to the email address specified in the program registration form.

1. If notice of cancellation is received more than 14 days before the program begins, 90 per cent of the course fee will be refunded. A minimum fee of C\$40 will be retained for administrative costs.
2. If notice of cancellation is received at least two business days but less than 14 days before the program begins, 50 per cent of the course fee will be refunded.
3. Refunds will not be issued for cancellations received less than two business days before the program begins.
4. In certain circumstances, if registrants notify the College up to two business days before the commencement of the program that they are unable to attend, it may be possible to apply those fees to the next available program, less a C\$40 administrative fee. Any requests for such a transfer should be made in writing to the College and will be considered on a case-by-case basis.

The College reserves the right to cancel or reschedule a course due to low enrolment or other unforeseen circumstances. If this should be necessary, the College will contact registrants by email or by telephone at least 10 business days in advance of the date of the program, followed by written notification and a full refund. The College is not responsible for any costs, including but not limited to travel or accommodation expenses.