

*This document is intended to assist ADLC's partner Affiliation staff with understanding our refund policy.*

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ADLC's [Course Listing](#) contains information on required textbooks or supplementary resources and their costs.

To be eligible for refund, refundable materials must be returned to ADLC Barrhead at the address below **within three months** of the date of withdrawal, cancellation or completion of the course **or by July 9, 2021 to allow time for returns to be processed prior to the closure of ADLC.**

ADLC reserves the right to reduce the amount of the refund for items in poor condition. Refunds are immediately credited to the school's ADLC charge account.

### **Loan Items**

Includes some textbooks, science loan kits and various other resources. There is a non-refundable component to every loan item, identifiable at time of registration.

- Loan items returned in good condition.....Cost less non-refundable loan fee
- Loan material returned within 40 days, no lessons submitted..... 10% restocking charge deducted

*Note: Textbooks containing CDs must be returned with the CD to receive a refund.*

### **Other Instructional Sale Items**

Includes various instructional materials, novels and lab kits

- No refund for used sales material.
- Sales material returned unused, in re-sellable condition, and currently sold by ADLC.....10% restocking charge deducted.

*Note: Exception for lab kits. Because of expiration of chemicals, no refund after 3 months from enrolment date.*

#### ***Please send all returns to***

Alberta Distance Learning Centre  
PO Box 4000  
4601 – 63 Avenue  
Barrhead, AB T7N 1P4

## Registration for International Students

Fees are charged to Alberta Accredited International Schools (AAIS) for ADLC's Student Instruction services.

- Registration withdrawn within 40 days of enrolment with zero to three assignments submitted.....\$50 processing fee deducted
- Registration withdrawn within 40 days of enrolment, with more than three assignments submitted.....50% of registration fee refunded
- After 40 days of enrolment.....No refund

## Questions?

Give us a call at 1-866-774-5333 or email [info@adlc.ca](mailto:info@adlc.ca).