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

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- Registration withdrawn within 40 days of enrolment with zero to three assignments submitted..............................$50 processing fee deducted
- Registration withdrawn within 40 days of enrolment, with more than three assignments submitted................................................50% of registration fee refunded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.