Creative Writing at Guelph Course Policies

Course Cancellation/Postponement Policy
Open Learning and Educational Support reserves the right to change or cancel a course at any time. When it is necessary to cancel or postpone a course, Open Learning and Educational Support will make every effort to notify all participants. It is important that you provide your full contact information including an email address when registering. In such cases, the paid course fee(s) will be refunded.

Open Learning and Educational Support’s liability is limited to the reimbursement of paid course fee(s). Open Learning and Educational Support will not be responsible for travel or other related expenses incurred by the registrant.

Course Withdrawal Policy
If for any reason you must withdraw from a course, you must request a drop from the course through the OpenEd Student Portal. Login selecting the "I already have an account" option using your username and password. Go to the “My Enrolment History” option under the Student Portal tab. There will be a drop button to the right-hand side of the course you wish to be removed from. If you are unsuccessful contact Open Learning and Educational Support.

Should you decide not to continue after the course has started, you must complete a drop request prior to the last day of class to avoid academic penalty (receiving a grade of “F” on your academic record).

Refund Policy
If you choose to withdraw from a course a full refund will be issued provided you login to the Student Portal and drop the course at least 21 calendar days prior to the course start date. A refund, less a $75.00 administration fee will be issued provided you drop the course at least 7 calendar days prior to the course start date. A refund, less a $100 administration fee will be issued provided you drop the course 48 hours following the first day of class (start date and time).

No refunds will be issued 48 hours following the first day of class (start date and time).

Failure to take part in a course does not constitute notification of withdrawal and will result in forfeiture of the entire course fee.