

WHAT TO DO IF YOUR SECONDARY SUMMER SCHOOL COURSE HAS BEEN CANCELLED

If your secondary summer school course has been cancelled you have the following options:

- Review the revised list of courses available on our website (www.dce.ca) to determine if you wish to transfer to another course. Please note that if you are currently attending secondary school, and are transferring into a different course than originally approved by your guidance office, you must obtain approval for the new course. Transfer into the same course at a different location does not require additional guidance approval.
- If you wish to transfer locations or take an alternate course and you originally registered online, you may log back into your online account and register into a new course. Note that the payment from your first course will show as a credit on your account and will be available to cover payment for your second choice course. OR You may call our office at 905-436-3211 or 1-800-408-9619 and ask for registration to arrange a transfer or you may email us at dceinfo@durham.edu.on.ca to request a transfer.
- If you do not wish to select an alternate course, you may request a refund by calling 905-436-3211 or 1-800-408-9619 and asking for registration or request a refund by email at dceinfo@durham.edu.on.ca.
- If the course you require is not available with the Durham District School Board, the Durham Catholic District School Board may be offering the course and may have room to accommodate you.
- If we have not heard from you by July 3, 2009 we will begin processing a refund for both the registration fee and your deposit. If you had paid by credit card, the amount will be returned to your credit card. If you paid by cash or debit, a cheque will be mailed to the address provided upon registration within the next 4 to 6 weeks.