

Website 2020-RBA- The Cancellation Policy

RBA Cancellation Policy

If you want/need to cancel your RBA course registration, please review the program's cancellation policy below and then complete the online cancellation request form.

-attach the online cancellation request form (see google forms)

When fewer than eight (8) participants register for a programme, the Activities Coordinator may have to cancel the class for the term depending on the conditions of the instructor and class.

Notice will be sent to all participants who have indicated interest in the class as early as possible so they may register for another programme if desired.

Participants do not have the option of a trial class. If a participant drops out of a course after the first class, the course fee will be partly reimbursed, the cost of the classes will be deducted from such reimbursement. This reimbursement will be calculated in the following way:

Total reimbursement = $(8 \times \text{number classes} + \text{KD } 20 \text{ cancellation fee})$

*Materials fee will be deducted only when materials have been purchased prior to the course.

After four (4) weeks, no reimbursement will be given. The cancellation fee will be waived if a participant simply transfers to another activity with the RBAL Activities Programme or cancels his/her course 5 days prior to the start of that course. In this case, notice must be given in the same timeframe. Attendee's must fill out the cancellation form to provide proof of date of the given course cancellation. Should the instructor need to cancel a class ahead of time, they will contact the participants so alternative arrangements can be made.

For unforeseen cancellations due to illness, emergency, or weather, students in Year 2 and below will join Kids Club. If the lesson is cancelled, the instructor will make arrangements to make up the missed lesson. If this is not possible, the Activities Coordinator will reimburse the students for that lesson. When a participant simply misses a class, there will be no alternative lesson or reimbursement.