



Learning and Development Program

Course Fee and Cancellation Policy

Course Fees

Learning and Development course fees will be paid for by Human Resources for all faculty and staff.

Registration

To register you must provide your dept. EASY-Account Number, and the name of your departments Designated Signing Authority to indicate your supervisor's approval.

Cancellation Fee and Substitution

Your department will however be charged a Cancellation Fee if you do not attend the course you registered for, or you fail to withdraw 7 days in advance.

Departments may substitute another staff member on the course date.

How to cancel

To cancel your registration please email Clare in HR Learning & Development (claremal@uvic.ca) stating the course name and date you wish to withdraw from.