

<b>Policy 5.02</b>	<b>Refer to Policy #</b>
<p><b>Green Certificate Refund Policy</b></p> <p>Schools registering students in Green Certificate that <b>have</b> an Alberta student number will not be charged a registration fee by Alberta Agriculture and Forestry effective September 1, 2017; therefore, the refund policy will not apply to these schools.</p> <p>Schools registering students in Green Certificate <b>without</b> an Alberta student number whom withdraw from the Green Certificate Program may be eligible for a refund.</p> <p>Schools with trainees registered before September 1, 2017 may be eligible for a refund.</p>	<b>3.01, 3.02, 2.06, 5.01</b>
	<b>Approved</b>
	June 2017
	<b>Review Date</b>
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- Prior to September 1, 2017, Alberta Agriculture and Forestry charged Alberta high schools/school jurisdiction a fee for the use of the Green Certificate Training Program. The fee was used to provide the various components of the Program. In situations where a trainee withdraws from the Program, some components may not have been provided. In this case, the school may be entitled to a refund.
- Withdrawal from the Green Certificate Program must be initiated by the trainee contacting their school coordinator (See Policy 3.01 - Withdrawal Policy)
- Termination from the Green Certificate Program is initiated by the Green Certificate Program for non-compliance with Green Certificate policies. (See Policy 3.02 – Removal). If a trainee is terminated, the school is in-eligible for a refund.
- Refund amounts are based on the value of the registration fee paid at time of registration (See Policy 5.01 – Registration Fee and Invoice). The rate prior to September 1, 2017 was \$960.00 + GST. Taxes are not eligible for refund.
- Refunds are paid to the school/school jurisdiction indicated on the registration in GINA.
- Refunds will be provided on components of service delivery on the following basis:

Time Frame	Components of Service Delivered	Refund Amount (based on current rate of \$960.00)
Trainee withdraws after enrolling in the Green Certificate Program, yet has not registered in their first testing session.	Trainee has enrolled in Green Certificate <ul style="list-style-type: none"> <li>• Completed registration form approved in GINA</li> <li>• Completed an induction/orientation</li> <li>• Received Green Certificate Manual</li> </ul>	full fee – ¼ current registration fee rate = \$ 720.00
Trainee withdraws after registering in their first testing, yet has not registered in their second testing session.	Trainee has registered in first Testing session (regardless of outcome of test) <ul style="list-style-type: none"> <li>• Trainee registers for testing session (test location and tester have been scheduled)</li> </ul>	full fee – ½ current registration fee rate = \$480.00

	<p>and confirmed by regional coordinator</p> <ul style="list-style-type: none"> <li>• a “no-show” to a scheduled test (See Policy 2.06 – Failure to Test) is considered a Test Session registration</li> </ul>	
<p>Trainee withdraws after registering in their second testing, yet has not registered in their third testing session.</p>	<p>Trainee has registered in a second Testing session (regardless of outcome of test)</p> <ul style="list-style-type: none"> <li>• Trainee registers for testing session (test location and tester have been scheduled) and confirmed by regional coordinator</li> <li>• a “no-show” to a scheduled test (See Policy 2.06 – Failure to Test) is considered a Test Session registration</li> </ul>	<p>full fee – <math>\frac{3}{4}</math> current registration fee rate = \$ 240.00</p>
<p>Trainee withdraws after registering in their third testing.</p>	<p>Trainee has registered in a third Testing session (regardless of outcome of test)</p> <ul style="list-style-type: none"> <li>• Trainee registers for testing session (test location and tester have been scheduled) and confirmed by regional coordinator</li> <li>• a “no-show” to a scheduled test (See Policy 2.06 – Failure to Test) is considered a Test Session registration</li> </ul>	<p>\$ 0.00</p>