

Refunds Procedure

Rationale

Alberta Agriculture and Food charges Alberta high schools a fee for the use of the Green Certificate Farm Training Program. The fee is used to provide the various components of the program. In situations where some program components are not provided the school is entitled to a refund.

Policy

Refunds are provided on the following basis:

1. The school has paid the student's fee, but the trainee does not participate in any Green Certificate testing activities, then the school is entitled to a full refund. Note: Students may participate in information meetings and group induction session without a charge.
2. The school has paid the student's fee and the student participates in one regional testing session (regardless of the outcome), and then the student elects to drop out of the program. At this point, the school is entitled to a partial refund of \$425.00.
3. The school has paid the student's fee and the student participates in more than one regional testing session (regardless of the outcome), and then the student elects to drop out of the program. At this point, the school will receive no refunds.

Procedure

In order for a refund to be granted, the Green Certificate Program must be notified that the student has dropped the program and the school would like a refund. The request for a refund must come in writing from the school to the Green Certificate Headquarters stating the name of the student, the school in which they were enrolled and the regional tests attended.

When a request for a refund has been received at the Green Certificate Headquarters, the file is reviewed to verify eligibility. If the refund is appropriate then a request from the expenditure officer is sent to the Financial Services for processing.