

UCalgary Haskayne Executive Education

Questions?

If you have questions, please contact Executive Education by phone at (403) 220-6600 or by email (execed@haskayne.ucalgary.ca).

Registration Cancellation Policy

If you need to cancel your registration or withdraw from your registered program, emailed notice must be submitted to a representative of Haskayne School of Business Executive Education.

Cancellation or withdrawal of your registration will incur the following fee:

- \$100 for notice of cancellation/withdrawal from the program received 31 days or greater prior to the program start date
- The fee amount equivalent to 25% of the program cost, up to a maximum of \$500, for notice of cancellation/withdrawal from the program received between 30 and 15 days prior to the program start date
- The fee amount equivalent to 100% of the program cost, for notice of cancellation/withdrawal from the program received 14 days or less prior to the program start date.

Should you be unable to attend a registered program due to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, pandemic, or other emergencies making it illegal or impossible to travel, emailed notice must be submitted to a representative of Haskayne School of Business Executive Education. You will be required to pay the \$100 program deposit. All other cancellation fees will be waived.

Substitutions

You may transfer your registration to another person without penalty provided you inform Executive Education by email. Every attempt will be made to accommodate requests to substitute participants. Some programs have specialized requirements that make substitutions very difficult if they occur too close to the program start.

Program Changes or Disruptions

We reserve the right to limit registration in any program, to make changes to any print or electronic material and to cancel any program offering. If it is necessary to cancel a program because of insufficient enrollment, a full refund will be issued or credit will be given toward registration in another program (if space is available).

Force Majeure

If the program becomes impossible to deliver due to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, pandemic, or other emergencies making it illegal or impossible for Haskayne Executive Education to deliver the program, the program may be rescheduled or cancelled and a full refund will be issued or credit will be given toward registration in another program (if space is available).

Photo Rights

During Executive Education programs - there may be photos taken. The University of Calgary reserves the right to use photos taken during program activities for promotional purposes.

Academic Policy - Recordings

You may not record a lecture unless an accommodation has been determined by the Student Accessibility Centre or without explicit consent from the instructor. Proceeding with an unauthorized lecture recording may violate University policies and regulations and Freedom of Information and Protection of Privacy and copyright legislation. For more information, please review E.6 Recording of Lectures of the Academic Regulations.