

TUITION REFUND POLICY

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Policy Information & Responsibilities

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REFUND POLICY

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student or the person who paid on behalf of the student the tuition that was paid in relation to the program in which the student is enrolled if:
 - (a) The institution receives a notice of withdrawal from the student no later than seven (7) days after the effective contract date and before the contract start date.
 - (b) The student, or the student's parent or legal guardian, signs the student enrollment contract seven (7) days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrollment contract and the contract start date; or
 - (c) The student does not attend a work experience component and institution does not provide all of the hours of instruction of the work experience document within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If the student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrollment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
 - (a) More than seven days after the effective contract date and
 - i. At least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrollment contract, to a maximum of \$1,000.
 - ii. Less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrollment contract, to a maximum of \$1,300.
 - (b) After the contract start date
 - i. But before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrollment contract.
 - ii. And after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - (a) Before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) After 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - (a) The student has completed and received an evaluation of his or her performance for at least 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - (b) The student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date the institution receives a student's notice of withdrawal,
 - (b) of the date the institution provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
 - (b) the program is provided solely through distance education.

APPENDIX - TUITION REFUND CHART

Tuition Refund Chart	Refund Due
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date 	100% tuition and related fees, other than application fees
<ul style="list-style-type: none"> • At least 30 days before the later of: <ol style="list-style-type: none"> a) the program start date in the most recent letter of acceptance b) the program start date in the enrolment contract 	Institution may retain up to 10% of tuition, to a maximum of \$1,000
<ul style="list-style-type: none"> • More than seven days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) the program start date in the most recent letter of acceptance b) the program start date in the enrolment contract 	Institution may retain up to 20% of tuition, to a maximum of \$1,300
After program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided 	Institution may retain up to 30% of tuition
<ul style="list-style-type: none"> • After the program start date, and after more than 10% but before 30% of instruction hours have been provided 	Institution may retain up to 50% of tuition
After program start date, institution delivers a notice of dismissal to a student:	
<ul style="list-style-type: none"> • Up to and including 10% of instruction hours have been provided 	Institution may retain up to 30% of tuition
<ul style="list-style-type: none"> • More than 10% but less than 30% of the instruction hours have been provided 	Institution may retain up to 50% of tuition
Institution receives a refusal of study permit from an international student:	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> a) the program start date in the most recent letter of acceptance b) the program start date in the enrolment contract • Student has not requested additional letter(s) of acceptance. 	100% tuition and all related fees, other than application fees
After the program start date, student withdraws or is dismissed from a distance-education-only program:	
Student completed up to 30% of the program.	Institution may retain up to 30% of the tuition
Student completed more than 30% but less than 50% of the program (based on evaluation provided to student).	Institution may retain up to 50% of the tuition
Student does not attend – no-show:	
A student (other than a distance-education-only student) does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition
English for Academic Purposes program refund:	
<ul style="list-style-type: none"> • The student does not attend the program, and • The institution receives from the student a notice of withdrawal or a copy of refusal of a study permit no later than 30 days after the later of: <ol style="list-style-type: none"> a) the start date of the program in the most recent letter of acceptance b) the start date of the program in the enrolment contract. 	100% tuition and related fees, other than application fees