

**TUITION REFUND****April 1, 2022**

Name of Policy

Date amended

LAST REVISION DATE: June 01, 2020**REVIEW REQUIREMENTS:** Every two (2) years**APPROVED BY:** President**Policy Purpose & Summary**

The *Policy on Refunds* establishes the standards set by the College for refunds of payments to students and is in accordance with the requirements of the *Private Training Regulation*. It is the policy of the College to formalize the regulations on the approval and disbursement of refunds on fees charged by the College, as outlined below.

This policy applies to all individuals applying for admission to the College, all enrolled students, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position of the College.

Refunds Disbursement

1. The College will pay refunds owing to students within thirty (30) calendar days of:
 - a) Receiving written notification of withdrawal from a student; or
 - b) Providing a Notice of Dismissal to a student.
2. If the conditions in section 1.a. are met, the College will refund fees for Course materials that the student has paid for but has not received.

Refunds for International Students

1. If an international student is refused a study permit, the student must deliver a copy of the refusal of a study permit to the College.
2. Once received, the College will apply the requirements and process described in Sections 2 and 3 to assess the student's refund entitlement for tuition only.
3. Section 1 will not apply if the Program is being delivered solely through online study.



Circumstances when Refund Payable	Amount of Refund
Before program start date, institution receives a notice of withdrawal (applies to all students)	
<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 all related fees , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> ● At least 30 days before the later of: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<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: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<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. Institution must refund fees paid for course materials if not provided to the student.
<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. Institution must refund fees paid for course materials if not provided to the student.



Circumstances when Refund Payable	Amount of Refund
<p>Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> ● Student does not attend the first 30% of the program. 	<p>Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Institution receives a refusal of study permit (applies to international students requiring a study permit):</p>	
<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: <ul 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. 	<p>100% tuition and all related fees, other than application fee.</p>
<p>After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> ● Student completed up to 30% of the program. 	<p>Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> ● Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	<p>Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Student enrolled in a program without having met the admission requirements for the program</p>	



Circumstances when Refund Payable	Amount of Refund
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees
Circumstances when Refund Payable	Amount of Refund
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

Notice of Withdrawal	REFUND ENTITLEMENT
Before the IN-CLASS Program begins:	
<p>3.1. The student submits and the College receives a Notice of Withdrawal <u>no later than</u> seven (7) calendar days after the effective contract date, but before the start date of the Program.</p> <p>3.2. The student has signed the enrolment contract <u>seven (7) or less</u> calendar days before the Program start date and has submitted a Notice of Withdrawal which the College has received between the date on the enrolment contract and the start date of the Program.</p>	<p>Student is entitled to one hundred percent (100%) of paid tuition; other than application fees.</p>



<p>3.3. The student submits and the College receives a Notice of Withdrawal more than seven (7) calendar days after the effective contract date and thirty (30) days or more before the Program start date.</p>	<p>The College will retain ten percent (10%) of the tuition due under the enrolment contract, up to a maximum of \$1000.</p>
<p>3.4. The student submits and the College receives a Notice of Withdrawal <u>more than</u> seven (7) calendar days <u>after</u> the effective contract date and <u>less than</u> thirty (30) calendar days before the Program start date.</p>	<p>The College will retain twenty percent (20%) of the tuition due under the enrolment contract, up to a maximum of \$1300.</p>
<p>After an IN-CLASS Program begins (excludes online programs):</p>	
<p>3.5. After the Program start date, the student submits and the College receives a Notice of Withdrawal before the student has received up to and including ten percent (10%) of hours of instruction.</p>	<p>The College will retain thirty percent (30%) of the tuition due under the enrolment contract.</p>
<p>3.6. The student submits and the College receives a Notice of Withdrawal after the student has been provided more than ten percent (10%) but less than thirty percent (30%) of hours of instruction in the Program.</p>	<p>The College will retain fifty percent (50%) of the tuition due under the enrolment contract.</p>
<p>3.7. The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.</p>	<p>Student is entitled to one hundred percent (100%) of paid tuition.</p>



Notice of Dismissal	REFUND ENTITLEMENT
<p>3.8. The College delivers a Notice of Dismissal to the Student and, as of the date on the notice, has provided less than ten percent (10%) of Program instruction hours.</p>	<p>The College will retain thirty percent (30%) of the tuition due under the enrolment contract.</p>
<p>3.9. The College delivers a Notice of Dismissal and, as of the date on the notice, has provided the student more than ten percent (10%) but less than thirty percent (30%) of Program instruction hours.</p>	<p>The College will retain fifty percent (50%) of the tuition due under the enrolment contract.</p>
<p>3.10. The student does not attend any of the first thirty percent (30%) of hours of instruction of an approved Program.</p>	<p>The College will retain fifty percent (50%) of the tuition due under the student enrolment contract.</p>

After an ONLINE (LIVE) Program begins:	
Notice of Withdrawal OR Notice of Dismissal	REFUND ENTITLEMENT
<p>4.1. The College receives the student’s Notice of Withdrawal or the College delivers a Notice of Dismissal to the student and the student has completed less than thirty percent (30%) of the Program.</p>	<p>The College will retain thirty percent (30%) of the tuition due under the enrolment contract.</p>
<p>4.2. The College receives the student’s Notice of Withdrawal or the College delivers a Notice of Dismissal to the student and the student has completed thirty percent (30%) but less than fifty percent (50%) of the Program.</p>	<p>The College will retain fifty percent (50%) of the tuition due under the enrolment contract.</p>

