

Regular Refund Policy for Students

- 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 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 enrolment contract seven 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 enrolment contract and the contract start date; or
 - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component 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 a 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 enrolment 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 enrolment contract, to a maximum of \$1000.
 - ii. less than 30 days before the contract start date, the institution may retain 20% of the tuition due under the student enrolment contract, to a maximum of \$1300.
 - (b) After the contract start date
 - i. and up to and including the date on which 10% of the hours of instruction have been provided, the institution may retain 30% of the tuition due under the student enrolment contract.
 - ii. on which more than 10% but before the date on which 30% of the hours of instruction have been provided, the institution may retain 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 on the date the certified institution delivers the notice to the student, provided:
 - (a) 10% or less of the hours of instruction, the institution may retain 30% of the tuition due under the student enrolment contract.
 - (b) more than 10% but less than 30% of the hours of instruction, the institution may retain 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 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 the 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 provided a notice of withdrawal to the institution or the institution provided a notice of dismissal to the student.

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REFUND POLICY (CONTINUE)

- 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, section 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.

Other Refunds:

- 10) A student may defer commencement of studies for up to one year from the original contract start date. Students must provide a written request of deferral to the institution before the start date specified in the contract and the written request must specify a new start date. In such circumstance, an administrative fee of \$200 will be charged. Should a student fail to so advise the institution, the refund policy for students will apply.
- 11) Refunds for Co-op or Practicum Work Experience and Food & Beverage Course Material Fees:
- (a) Fees paid for Co-op or Practicum Work Experience and materials for Food & Beverage courses are categorized as tuition and policies set out under the Regular Refund Policy for Students section will apply.
- 12) Non-refundable Fees:
- (a) All administration fees including, but not limited to, Program Application fee, Homestay Application fee, Student Service Fee, Practicum and Credit Transfer Application fee, Graduation Application fee, AH&LA Re-write Exam Sitting fee, etc. are non-refundable.
 - (b) English Proficiency Exam fee, and Airport Pick-up fee are non-refundable once the service is delivered. Graduation Ceremony fee is non-refundable once the student confirms attendance on the Graduation Application form.