

## PART-TIME PROGRAM REFUND POLICY

1) A student may be entitled to a full or partial refund of tuition fees in the event that:

- (a) The student provides written notice to the institution that he or she is withdrawing from the program; or
- (b) The institution provides written notice to the student advising that the student has been dismissed from the program.

2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.

3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

### Refund policy for students:

6) Refunds before the program of study begins:

If a certified institution receives a notice of withdrawal from a student:

- (a) more than 7 days after the effective contract date and at least 30 days before the start date the institution may retain up to 10% of the tuition due under the student enrolment contract, up to a maximum of \$1,000.
- (b) more than 7 days after the effective contract date and less than 30 days before the start date the institution may retain up to 20% of the tuition due under the student enrolment contract, up to a maximum of \$1,300.

7) Refunds after the program of study starts:

If a certified institution receives a notice of withdrawal from a student:

- (a) after the start date but before 11% of the hours of instruction of the program of instruction have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
- (b) after the start date and after 10% but before 30% of the hours of instruction of the program of instruction have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

If a certified institution provides a notice of dismissal to a student and the date the certified institution delivers the notice to the student is:

(c) before 10% of the hours of instruction of the program of instruction have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract, or

(d) after 10% but before 30% of the hours of instruction of the program of instruction have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

*Chart showing refunds after the program of study starts:*

<i>WEEK</i>	<i>% REFUND DUE IF STUDENT IS DISMISSED OR WITHDRAWS</i>
<i>Up to (but not including) Class 4</i>	<i>70% Refund Due (not including deposit/admin fee)</i>
<i>Up to (but not including) Class 5</i>	<i>50% Refund Due</i>
<i>Class 5 - 12</i>	<i>No Refund Due</i>

8) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.

9) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

10) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 7 above.

11) Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

1. Sexual assault.
2. Physical assault or other violent acts committed on or off campus against any student.
3. Verbal abuse or threats.
4. Vandalism of school property.
5. Theft.
6. Academic dishonesty/Cheating.