



Refund Policy- Approval Not Required Programs

A properly filled out and signed withdrawal/ refund form must be provided by a student to the College administration. Tuition Refunds may be possible under the following conditions:

If tuition is less than \$4,000:

1. Refund entitlement is calculated on the total tutoring fees, less the non-refundable application fee, materials fee, textbook fee and other fees.
2. If a withdrawal / refund Form is received by the school within 2 days of signing the contract, the institution may retain 10% of the total fee.
3. If a withdrawal / refund Form is received by the school, outside of clause 2, and prior to the first day of class the institution may retain 100% of total fee due under the contract.
4. If the program/course is canceled for any reason, students will receive a 100% refund.
5. It may take up to 30 days to process a refund application.

If tuition is \$4,000 or more AND the program is not solely provided through distance education:

1. The institution will refund 100% of the tuition and all related fees, other than application fees, if both of the following apply:

- The student does not attend the program, and
- The institution receives from the student a notice of withdrawal or a copy of a refusal of a study permit no later than 30 days after the later of:

- a) the start date of the program in the most recent Letter of Acceptance
- b) the start date of the program in the enrollment contract.

2. If the program/course is canceled for any reason, students will receive a 100% refund.

3. It may take up to 30 days to process a refund application.