

Tuition Refund Policy

Refund Payable Circumstances	Refundable Amount
Before program start date, institution receives a notice of withdrawal or provides a notice of dismissal:	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% of 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"> • More than seven days after student signed the enrolment contract, and • Before the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):	
<ul style="list-style-type: none"> • No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal 	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely-asynchronous distance-education-only programs):	
<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 10% 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 30% of tuition.
<ul style="list-style-type: none"> • After the program start date, and after more than 30% but before 50% of instruction hours have been provided. 	Institution may retain up to 50% of tuition.

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<ul style="list-style-type: none"> After the program start date, and after more than 50% of instruction hours have been provided. 	No refund due
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
<ul style="list-style-type: none"> A student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition.

Refund Payable Circumstances	Refund Due
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<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"> The program start date in the most recent Letter of Acceptance 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 fee.

Refunds for Programs That Do Not Require Approval
<ul style="list-style-type: none"> A properly filled and signed withdrawal / refund Form must be provided by a student to the College administration. Refund entitlement is calculated on the total tutoring fees, less the non-refundable application fee, materials fee, textbook fee and other fees. If a withdrawal / refund Form is received by the school within 2 days of signing the contract, and prior to the first day of class, the institution may retain 10% of the total fee. If a withdrawal / refund Form is received by the school, except within the first 2 days of signing the contract, and prior to the first day of class, the institution may retain 50% of total fee due under the contract. If a student withdraws or is dismissed after the program start date, no refund is provided. The deposit for any diploma program is non-refundable at any time. If the program/course is cancelled for any reason, students will receive a 100% refund. Students have the responsibility to attend class on time and on pre scheduled dates. For some programs, any absenteeism without 48 hours notice by the student will not be refundable.