

## REFUND POLICY

### International Visa Full-time Students

#### Case 1) Study Permit refused

1. A full refund of all fees, except the registration fee (\$350 for regular & \$500 for UGP), the administration fee (\$200), the overseas bank wire fee (\$100), and the custodianship legal fee (\$200) will be granted if study permit for international students is not approved by Citizenship and Immigration Canada. The written proof of such refusal is required.
2. Refund will be processed once the original Letter of Acceptance and the original receipt from the school have been returned. The refund process will take 4-6 weeks.

#### Case 2) Student Not applied for study permit

1. 70% of the tuition fee, except the registration (\$350 for regular & \$500 for UGP) and the administration fee (\$200), the overseas bank wire fee (\$100), and the custodianship legal fee (\$200) will be refunded if the student has not applied for a Study Permit and has withdrawn the application prior to the commencement of school semester student applied for.
2. Refund will be processed once the original Letter of Acceptance and the original receipt from the school have been returned. The refund process will take 4-6 weeks.

#### **There will be no refund in any of the following cases:**

1. **After a Study Permit has been granted, no refund of tuition fees will be made even if the student withdraws for whatsoever the reason.**
2. There will be no refund of any portion of the tuition fee that has been paid to the school once the student has started attending classes.
3. There will be no refund of any portion of the tuition fee if the student changes immigration status during the school year. A student who becomes a Permanent Resident of Canada after tuition fee is paid is not eligible for a refund.
4. There will be no refund of the tuition fee if the student is found in violation of school conduct and policies and asked to withdraw from the school.

### International Visa Part-time Students

1. If student withdraws from the course 30 days before the first class, the tuition will be fully refunded.
2. If student withdraws from the course between 1 to 29 days before the first class, the tuition less the registration fee of \$100.00 will be refunded.
3. The refund process will take 2-3 weeks.
4. **Once the class begins, there is no refund.**

### Local Full-time Students

1. If student withdraws from the school registration 60 days before the first class, the tuition will be fully refunded.
2. If student withdraws from the school registration 1 to 59 days before the first class, the tuition less the registration fee of \$150 will be refunded.
3. The refund process will take 2-3 weeks.
4. **Once the class begins, there is no refund.**

### Local Part-time Students

1. If student withdraws from the course 30 days before the first class, the tuition will be fully refunded.
2. If student withdraws from the course between 1 to 29 days before the first class, the tuition less the registration fee of \$100 will be refunded.
3. The refund process will take 2-3 weeks.
4. **Once the class begins, there is no refund.**

### E-School Full-time and Part-time Students

**After the E-School registration is complete on a full-time or part-time basis, NO REFUND of tuition fees will be made even if the student withdraws for whatsoever the reason.**