



## REFUND POLICY

APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <li><input type="checkbox"/> No later than seven days after student signed the enrolment contract, and</li> <li><input type="checkbox"/> Before the program start date</li> </ul>	100% 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"> <li><input type="checkbox"/> At least 30 days before the later of:                             <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li><input type="checkbox"/> More than seven days after the student and institution signed the enrolment contract, and</li> <li><input type="checkbox"/> Less than 30 days before the later of:                             <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	Institution may retain up to 20% of tuition, to a maximum of \$1,300.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):	
<ul style="list-style-type: none"> <li>• After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> <li>• After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> <li>• After the program start date, and 30% or more of the hours have been provided.</li> </ul>	No refund due.
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> <li>• A student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid.
Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> <li>• Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:                             <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>• Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fee.



APPROVED PROGRAMS – DISTANCE DELIVERY	REFUND DUE
<p>Before program start date, institution receives a notice of withdrawal:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No later than seven days after student signed the enrolment contract, and</li> <li><input type="checkbox"/> Before the program start date</li> </ul>	<p>100% tuition and all related fees, other than application fee.</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Student has <b>completed</b> no more than 30% of the program.</li> </ul>	<p>Institution may retain up to 30% of the tuition paid.</p>
<ul style="list-style-type: none"> <li>• Student has <b>completed</b> more than 30% but less than 50% of the program.</li> </ul>	<p>Institution may retain up to 50% of the tuition paid.</p>
<ul style="list-style-type: none"> <li>• Student has <b>completed</b> 50% or more of the program.</li> </ul>	<p>No refund due.</p>