

## TUITION REFUND POLICY

KOOTENAY COLUMBIA COLLEGE

1365

Name of Institution

Institution Number

**Tuition Refund Policy - Apvd  
Program**

**September 1, 2021**

**March 18, 2024**

Name of Policy

Effective Date

Revision Date

ALL PTIB APPROVED KOOTENAY COLUMBIA COLLEGE PROGRAMS

Name of Program

NOTE: Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application fee. Where total fees have not yet been collected, the College 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. The following refund policy of the Kootenay Columbia College (KCC) applies to the terms of the enrolment contract.

Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:

- A. Of the date the college receives a student's notice of withdrawal,
- B. Of the date the college provides a notice of dismissal to the student,
- C. Of the date the college receives a copy of refusal of a study permit, as applicable.
- D. Of the college receiving an order from the registrar to issue a refund because a student was admitted in an approved program without meeting the admission requirements.
- E. Of the program end date included in the enrolment contract, if an institution did not provide a work experience to a student within 30 days of the end date.
- F. Of the date on which the first 30% of the program would have been completed, if a student did not attend the first 30% of the program.

Circumstances when Refund Payable Approved Programs - In-class or Combined Delivery	Refund Due
<b>Before program start date</b> , KCC receives a notice of withdrawal	
<ul style="list-style-type: none"> <li>● No later than seven days after student signed the enrolment contract, and</li> <li>● 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>● At least 30 days before the later of:               <ol 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> </ol> </li> </ul>	KCC may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li>● More than seven days after the student and institution signed the enrolment contract, and</li> <li>● Less than 30 days before the later of:               <ol 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> </ol> </li> </ul>	KCC may retain up to 20% of tuition, to a maximum of \$1,300.
<b>After program start date</b> , KCC 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>	KCC 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>	KCC may retain up to 50% of tuition.

Student does not attend program – “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>	KCC may retain up to 50% of the tuition paid.

Circumstances when Refund Payable Approved Programs - In-class or Combined Delivery	Refund Due
KCC receives a refusal of study permit (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:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance</li> <li>The program start date in the enrolment contract</li> </ol> </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
<ul style="list-style-type: none"> <li>Student has <b>completed</b> no more than 30% of program</li> </ul>	70% of tuition
<ul style="list-style-type: none"> <li>Student has <b>completed</b> more than 30% but less than 50% of the program</li> </ul>	50% of tuition
<ul style="list-style-type: none"> <li>Student has <b>completed</b> 50% or more of the program</li> </ul>	No refund due