

TUITION REFUND POLICY

KOOTENAY COLUMBIA COLLEGE
 Name of Institution

1365
 Institution Number

Tuition Refund Policy - Apvd Program
 Name of Policy

September 1, 2021
 Effective Date

March 18, 2024
 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.

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"> No later than seven days after student signed the enrolment contract, and Before the program start date 	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"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	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"> After the program start date, and up to and including 10% 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 10% but before 30% of instruction hours have been provided. 	Institution may retain up to 50% of tuition.
<ul style="list-style-type: none"> After the program start date, and 30% or more of the 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 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 paid.
Institution receives a evidence a study permit was denied (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.
APPROVED PROGRAMS – DISTANCE DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment 	100% tuition and all related fees, other than application fee.

<ul style="list-style-type: none"> contract, and Before the program start date 	
<ul style="list-style-type: none"> Student has completed no more than 30% of the program. 	Institution may retain up to 30% of the tuition paid.
<ul style="list-style-type: none"> Student has completed more than 30% but less than 50% of the program. 	Institution may retain up to 50% of the tuition paid.
<ul style="list-style-type: none"> Student has completed 50% or more of the program. 	No refund due.
<p>Completed means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.</p>	