

Please read the following regulations carefully before registering

If a course is cancelled the student is entitled to a full refund of tuition paid.

(1) Refunds in the Cases of Withdrawal or Dismissal

Written notice must be provided by

- (a) a student to the institution when the student withdraws, and
- (b) the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.

(2) Refunds before the course starts :

- (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the course starts, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.
- (b) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the course starts, the institution may retain 10% of the total fees due under the contract.
- (c) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the course starts, the institution may retain 20% of the total fees due under the contract.

(3) Refunds after the course starts:

- (a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the course's duration, the institution may retain 30% of the total fees due under the contract.
- (b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the course's duration, the institution may retain 50% of the total fees due under the contract.
- (c) If a student withdraws or is dismissed after 30% of the course's duration, no refund is required.

(4) Other Refund Policy Requirements

- (a) Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within ten (10) days.
- (b) Where the delivery of the course is through home study or distance education, refunds must be based on the percent of the course completed at the rates specified in Section (2) of these regulations.