



TUITION REFUND POLICY	
Circumstances when Refund Payable	Amount of Refund
Before the program start date , the institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven days after the 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 	<p>The institution may retain up to 10% of tuition, to a maximum of \$1,000.</p> <p>The institution must refund fees paid for course materials if not provided to the student.</p>
<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 	<p>The institution may retain up to 20% of tuition, to a maximum of \$1,300.</p> <p>The institution must refund fees paid for course materials if not provided to the student.</p>
After the program start date , the institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, up to and including 10% of instruction hours have been provided. 	<p>The institution may retain up to 30% of tuition.</p> <p>The institution must refund fees paid for course materials if not provided to the student.</p>
<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. 	<p>The institution may retain up to 50% of tuition.</p> <p>The institution must refund fees paid for course materials if not provided to the student.</p>
The student does not attend the program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> The student does not attend the first 30% of the program. 	<p>The institution may retain up to 50% of the tuition.</p> <p>The institution must refund fees paid for course materials if not provided to the student.</p>



The institution receives a refusal of study permit (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 The student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee
After the program start date, the student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> The student completed up to 30% of the program. 	<p>The institution may retain up to 30% of the tuition.</p> <p>The institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> The student completed more than 30% but less than 50% of the program (based on evaluation provided to the student). 	<p>The institution may retain up to 50% of the tuition.</p> <p>The institution must refund fees paid for course materials if not provided to the student.</p>
The student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student's knowledge or skills when applying for admission and the Registrar orders the institution to refund tuition and fees 	100% tuition and all related fees, including application fees
The institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date unless the Registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees
<p>The institution must pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).</p>	
PRIVATE TRAINING INSTITUTIONS BRANCH	



This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.