

Refund Policy

This policy applies in all cases where a refund may be issued, including but not limited to student withdrawal, student dismissal and/or course/program cancellation.

After acceptance and prior to the commencement of the program, the \$200 (\$500 for international students) application fee is not refunded while all paid tuition and lab fees are subject to refund as outlined below.

Refunds, after the program of study commences, are based on a percentage of annual tuition fees and issued in accordance with the Private Training Institutions Branch of BC (PTIB):

REFUND POLICY	
APPROVED PROGRAMS IN-CLASS OR COMBINED DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
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.
At least 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract.	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
More than seven days after the student and institution signed the enrolment contract, and less than 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (international students) b) 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):	
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.
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.
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):	
A student does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition paid.
Institution receives evidence that a study permit was denied (applies to international students requiring a study permit):	
Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: a) The program start date in the most recent Letter of Acceptance b) 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.