

Student Withdrawal

Course withdrawal and refunds will be applied as per the student contract and in accordance with the Private Vocational Schools Regulations.

1. If the student decides to withdraw, they must complete the Student Withdrawal Form.
2. The withdrawal date used on the student's record will be the date this form is received by the College. This date will be used to determine if the student is eligible for any refund or if any fees are owed to the College.
3. The request will be reviewed by the administrator and paperwork will be processed in a timely manner.
4. The student will receive a letter with a response to the request within 10 business days from receiving this.
5. If funded by Alberta Student Aid, we will notify them to advise you are no longer a student. Any other province, it is up to the student to advise them of this change.
6. If a refund is owing (to the student or to a funder) this will be issued within 30 days as per the enrollment contract the student has signed.

Types of refunds:

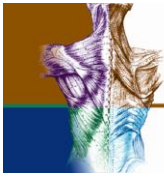
After you sign your contract:

Every student is given a 4-day cooling off period, where they can change their mind without penalty. If they choose to cancel the Alberta Student Enrolment Contract on or before the 4th business day after they signed it, the college must refund any tuition or other fees they have paid (including the registration fee).

Before your program start date:

The college must refund your registration fee if:

- The student terminate the contract before the 4-day cooling off period.



- The school terminates the contract before the program start date.
- The program does not start by the agreed upon date and the student terminate your contract.

After your program start date:

Student may be entitled to a refund, under Section 17 of the [Private Vocational Training Regulation](#), if the Alberta Student Enrolment Contract is cancelled after the program start date. The amount is based on how much of the program the student has already completed. If the student has paid all the tuition for the program and completed:

- less than 10% of the program, the refund is at minimum 75% of the tuition.
- more than 10% but less than 50% of the program, the refund is at minimum 40% of the tuition.
- more than 50% of the program, the college is not required to provide a refund.

If the student has not yet paid all the tuition for the program and completed:

- less than 10% of the program, the college is entitled to up to 25% of the total cost of tuition.
- more than 10% but less than 50% of the program, the college is entitled to up to 60% of the total cost of tuition.
- more than 50% of the program, the college is entitled to up to 100% of the total cost of tuition.

Student and the college can enter into a different agreement for the tuition refund if it meets the minimum requirements above. If the college received a tuition fee more than the amount they are entitled to, the college will refund the excess amount.

Refund eligibility:

Incidental Fees

Private Career Colleges are not required to refund incidental fees, such as:

- textbooks
- lesson materials
- supplies
- printing
- parking
- equipment

Completed over half of your program

If the student has completed more than 50% of your program, the college is not required to provide a refund.

Changes to program delivery:

How your program is delivered to you may change without penalty, provided the training you receive meets the requirements outlined in your signed Alberta Student Enrolment Contract. If your lessons are being supplied, marked, and returned to you (such as through correspondence), then you are still able to complete your program and are not eligible for a refund.

Refund payments:

Refunds are paid to whomever paid the tuition fees. This could be:

- directly to the student, if they paid for their tuition
- your lender if the student has an outstanding student loan.
- a government, agency or person who paid for the student to complete the program.

If the refund does not cover the full amount of money, the student borrowed or were provided to complete the program, they are responsible for paying for the remaining amount. The college can set up an affordable payment plan with the student based on their situation.

******* Student/ Lender should receive the refund within 30 days of your contract termination date.**