

## Withdrawal and Tuition Refund Policy for International Students

To start the refund process, please complete our Withdrawal Form.

In order for a student contract to be terminated, the following must occur:

- a. The student gives written notice of withdrawal or,
- b. The student is expelled from the program due to a violation of college policy or,
- c. The student is absent for more than 10% of the total hours of instruction within the first 2/3 of the program.

### Refund Policy for the PACE or the IAE

Prior to start of the Program	Full refund minus non-refundable fees
Day 1-5	Full refund minus non-refundable fees
After Day 5	No refund

\* Non-refundable fees for the PACE and the IAE are Application fee, Admission Deposit, and International Student Standard Fees

### Refund Policy for the Diploma Programs

Prior to start of the Program	Full refund minus non-refundable fees
After start of the program	Full refund minus non-refundable fees and the amount determined in accordance with the hours of instruction provided using the Refund Calculator provided by the Regulation and Accountability Office found below. <a href="http://www.edu.gov.mb.ca/ald/pvi/index.html">http://www.edu.gov.mb.ca/ald/pvi/index.html</a>
2/3 after start of the program	No refund (If there is a balance due, the student is responsible for making payment arrangements)

\* Non-refundable fees for the Diploma Programs are Application fee and the TCF fee

\* Please note, all fees paid for the PACE program are also non-refundable

The refund calculator is based on the following:

- a. The total cost of the program
- b. The total hours of the program
- c. The total hours of instruction that the student was expected to be in attendance for, up until the date of withdrawal
- d. The non-refundable registration fee of \$225.00
- e. The non-refundable TCF fee of 1% of tuition
- f. The amount of tuition the student paid up until the date of withdrawal

### Visa Rejection

Applicants who are denied a Study Permit will forfeit only the application fee. A copy of the visa denial letter from Immigration, Refugees, and Citizenship Canada (IRCC) is required to process the deposit and tuition refunds.

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