

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. http://www.edu.gov.mb.ca/ald/pvi/index.html
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.

Winnipeg

265 Notre Dame Avenue
Winnipeg MB R3B 1N9
204.943.5661 *tel*
204.926.8320 *fax*

433 Main Street

Winnipeg MB R3B 1B3
204.943.5661 *tel*
204.926.8320 *fax*

Calgary

417 14th Street NW
Calgary AB T2N 2A1
403.920.0070 *tel*
403.263.8176 *fax*

5907 3rd Street SE
Calgary AB T2H 1K3
403.920.0070 *tel*
403.263.8176 *fax*

Edmonton

Suite 206 10145 - 109 Street NW
Edmonton AB T5J 3M5
780.705.6633 *tel*
780.705.8085 *fax*

Online

417 14th Street NW
Calgary AB T2N 2A1
855.333.9319 *tel*
204.809.4101 *fax*