

REFUND POLICY

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 will be made only in the same manner of which it was paid.

Refund Policy for the **PACE** or **IAE**

Date of registration - Day 5 of course	Full refund minus non-refundable fees
Day 6 of course – End of course	No refund

Refund Policy for the **Robertson-Assiniboine Advanced Diploma Programs**

From	To	Refund
Date of registration	End of day 4 of course	Full refund minus non-refundable fees
Day 5 of course	25% of course	50% of program tuition fee for an Advanced Diploma program
26% of course	50% of course	No refund
51% of course	End of course	No refund

Visa Rejection

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

** Proof of visa rejection must be submitted within 4 weeks from the date of rejection*

Please note, the refund process takes up to 6 weeks from the date we receive the full withdrawal package