

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

Paid by	Refund Available to	Paid by	Refund Available to
International: Wire Transfer	Wire transfer back to the original bank account only	In-Canada: Debit Card Direct Deposit	Cheque payable to the student only
International & In-Canada: Credit Card	Credit Card only	Cash Cheque/Bank Draft	

#### Refund Policy for the PACE or 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

#### 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 at <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 fee. 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 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 to receive a full refund

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