

INTERNATIONAL LANGUAGE COLLEGE

A Division of School District No. 43 (Coquitlam)

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TUITION REFUND POLICY FOR INTERNATIONAL STUDENTS

An International Student is a person who is not a Canadian Citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee.

Where an institution enters into a contract with an international student the following refund policy is applicable.

- 1.0 To be considered for a refund, a student must submit a written notice of withdrawal to the CILC. Notices of dismissal to a student will also be in written form.

Student Authorization Related Withdrawals

- 1.1 A college may retain the lesser of 25% of the total fees due under the contract or \$200.00 by international students who:
- Are denied authorization from Citizenship and Immigration, or
 - Do not receive authorization prior to the start of the program of study, provided that:
 - the student notifies the college of the circumstances in subsection (1.1) (a) or (b) on or before the first day of a program of study is scheduled to begin, and
 - the student, within a reasonable time, provides documentation of the circumstances in subsection (1.1) (a) or (b) to the institution.

Non-student Authorization Withdrawals

- 2.0
- If written notice of withdrawal is received by the college less than seven (7) calendar days after the contract is made and the program starts, the college may retain the lesser of 25% of the total fees due under the contract or \$400.00.
 - Subject to subsection (2.0) (a), if written notice of withdrawal is received by the college thirty (30) calendar days or more before the start of a program of study, the college may retain 25% of the total fees due under the contract.
 - Subject to subsection (2.0) (a), if written notice of withdrawal is received by the college less than (30) calendar days before the start of a program of study, the college may retain 40% of the total fees due under the contract.

Refunds after the program of study starts

- 3.0
- If written notice of withdrawal is received by the college, or a student is dismissed within 10% of the program of study's duration, the college may retain 50% of the total fees due under the contract.
 - If written notice of withdrawal is received by the college, or a student is dismissed after 10% and before 30% of the program of study, the college may retain 70% of the total fees due under the contract.
 - If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

WITHDRAWAL FROM THE PROGRAM

Notice of a student's intention to withdrawal must be submitted in English and in writing. Under exceptional circumstances, a student may be allowed to return at a later date to complete their program of study. To apply for this, the student must submit a formal, written request (in English) to the Director of the college prior to their withdrawal.