

## Refund Policy for Students

All requests for refunds must be made in writing to the office of the Superintendent of Schools, School District 43 (Coquitlam). Refund requests must include the original Letter of Acceptance issued by the International Education Program as well as relevant supporting documentation (e.g. letter from Citizenship and Immigration Canada).

**FULL REFUND** (less application fee) will be given if Canadian Immigration does not approve a student authorization. To obtain a refund, written requests should be received within six months of the date of refusal. All requests must include the formal letter of refusal from Canadian Immigration and the original Letter of Acceptance issued by the International Education Program.

**2/3 REFUND** will be given when a student withdraws or becomes a landed immigrant prior to the commencement of the program.

**1/2 REFUND** will be given when a student withdraws or becomes a landed immigrant after commencement of the program but before 30 calendar days have elapsed.

**NO REFUND** will be granted to a:

- student who withdraws from any course after 30 days from the commencement of the program;
- student who withdraws or becomes a landed immigrant after 30 days from the commencement of the program;
- student who withdraws from the program 30 days after the enrollment date;
- student who is dismissed from the program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, School District No. 43 (Coquitlam), and/or the International Education Program.