

REFUND POLICY

1. Written Notice
 - a) A written notice of withdrawal or dismissal must be provided:
 - i) By the student to the institution when the student withdraws from the program; or
 - ii) By the institution to the student where the institution dismisses the student from the program.
2. The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
3. The written notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
4. Refund Entitlement
 - a) Refund entitlement is calculated on the total payment due under the contract, less the applicable non-refundable registration fee. Where total payment has not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
5. Refund Policy for Students
 - a) Refunds before the program of study begins:
 - i) If written notice of withdrawal is received by the institution within seven (7) days after the contract date and before the commencement of the period of instruction specified in the contract, the institution will refund 100% of the total tuition due under the contract.
 - b) Refunds after the program of study starts:
 - i) If written notice of withdrawal is received by the institution or a student is dismissed within seven (7) days after the commencement of the period of instruction specified in the contract, the institution will retain 10% of the total tuition due under the contract, to a maximum of \$1,000.
 - ii) If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the period of instruction specified in the contract has elapsed, the institution will retain 10% of the tuition due under the contract.
 - iii) If written notice of withdrawal is received by the institution or a student is dismissed where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed, the institution will retain 30% of the tuition due under the contract.
 - iv) If written notice of withdrawal is received by the institution or a student is dismissed where more than 30% and up to and including 50% of the period of instruction specified in the contract has elapsed, the institution will retain 50% of the tuition due under the contract.
 - v) If written notice of withdrawal is received by the institution or a student is dismissed where more than 50% of the period of instruction specified in the contract has elapsed, no refund is required.