



POLICY ON TUITION REFUNDS

ISSUE DATE: May 15, 2022

LAST REVISION DATE: May 15, 2022

REVIEW REQUIREMENTS: Every two (2) years

PERSON RESPONSIBLE FOR POLICY: Senior Education Administrator

POLICY PURPOSE

The Policy on Refunds establishes the standards set by Seabird College for refunds of payments to students and is in accordance with the requirements of the Private Training Regulation. It is the policy of the College to formalize the regulations on the approval and disbursement of refunds on fees charged by the College, as outlined below.

SCOPE

This policy applies to all individuals applying for admission to the College, all enrolled students, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position of the College.

POLICY

A. REGULATIONS FOR TUITION REFUNDS

When a tuition refund is due, Seabird College will provide it to the student within thirty (30) days of:

- i. Receiving notice of withdrawal from a student
- ii. Receiving a copy of the refusal of a study permit
- iii. Providing a student with a notice of dismissal
- iv. Receiving an order from the Registrar to issue a refund because a student was admitted in an approved program without meeting the admission requirements
- v. The program end date included in the enrolment contract, if Seabird College did not provide a work experience to a student within thirty (30) days of the end date
- vi. The date on which the first 30% of the program would have been completed, if the student did not attend the first 30% of the program

Seabird College will refund fees charged for textbooks or other course materials, including equipment and uniforms if the student does not receive these course materials and any of the following apply:

- i. The student provides a notice of withdrawal to Seabird College or Seabird College provides notice of dismissal to the student
- ii. The student does not attend any of the first 30% of the hours of the instruction of the program.



B. TUITION REFUNDS

Circumstances where refund is applicable	Refund due
Before program start date, Seabird College receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven (7) days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> At least thirty (30) days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Seabird College may retain up to 10% of tuition, to a maximum of \$1,000. Seabird College must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> More than seven (7) days after the student and Seabird College signed the enrolment contract, and Less than thirty (30) days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Seabird College may retain up to 20% of tuition, to a maximum of \$1,300. Seabird College must refund fees paid for course materials if not provided to the student.
After program start date, Seabird College provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Seabird College may retain up to 30% of tuition. Seabird College must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Seabird College may retain up to 50% of tuition. Seabird College must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Seabird College may retain up to 50% of the tuition. Seabird College must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract 	100% tuition and all related fees, other than application fee.



Circumstances where refund is applicable	Refund due
After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	Institution may retain up to 30% of the tuition.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition.

Approved Programs - compliance issues	Refund due
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees.
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within thirty (30) days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees.

Fees and tuition refund for programs that do not require approval	Refund due
Programs that do not require approval - programs that have tuition of \$4,000 or more:	
<ul style="list-style-type: none"> The student does not attend the program, and The institution receives from the student a notice of withdrawal or a copy of refusal of a study permit no later than 30 days after the later of: <ol style="list-style-type: none"> the start date of the program in the most recent Letter of Acceptance the start date of the program in the enrolment contract. 	100% tuition and all related fees, other than application fees. Seabird College must pay the student within thirty (30) days of receiving a notice of withdrawal or a copy of refusal of a study permit, as applicable.

POLICY NOTES

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy – Tuition Refunds

ACCOMPANYING POLICIES

This policy is a part of a suite of policies under the Seabird College Policies category.