

REFUND GUIDELINES

Refund Eligibility:

1. All refund requests must be submitted in writing with all supporting documents.
2. The application fee is non-refundable in any circumstances.
3. The Program will not issue a refund on health insurance after the Program start date.
4. Homestay fees will be prorated based on departure dates and upon review.
5. A full refund, less application fee, will be given to a student who shows a proof that the Study Permit was not granted by the Immigration, Refugees and Citizenship Canada (IRCC).
6. Normally, refunds will not be provided after the published deadlines. Students with exceptional medical reasons may be given special consideration.

Cancellation prior to arrival:

1. Students who withdraw prior to the start of the Program, will have full refund of tuition, homestay, health insurance, any relevant academies fees, and less application and \$500 administrative fees.

Cancellation after arrival:

1. Students who withdraw by **September 30 for the first semester and February 28 for the second semester**, will receive 50% of the remaining tuition, all homestay fees, less health insurance and application fee. For a yearlong student, a full refund of tuition and homestay fees, minus \$500 administrative and health insurance fees will be issued from the subsequent semester.
2. There will be no refund of tuition and health insurance for students who withdraw after the published deadlines (September 30 for the first semester and February 28 for the second semester). There will be a refund of the remaining homestay fees. For a yearlong student, a full refund of tuition and homestay fees, less \$1000 administrative fees and health insurance will be issued from the subsequent semester.
3. No refund of tuition will be paid if a student is dismissed from the Program due to a violation of school or program rules. Remaining homestay fees, less health insurance and application fees will be refunded upon written request.
4. Students who become Landed Immigrants after **September 30th** of the current school year will not be eligible for a refund of tuition. Remaining homestay fees (if applicable) will be refunded upon written request.

5. Qualicum School District No. 69 is not liable for losses/expenses that may incur as a result of the District being unable to provide education owing to labour dispute, inclement weather conditions or other causes beyond its control. The District is not obliged to provide refunds under these circumstances. Any inaccuracy in the application submission is ground for the District to terminate the application and send the student home without refund and at the parent's own expense.

APPLICATION and PROGRAM EXTENTION DEADLINES

Application Deadlines:

1st Semester (September – January) application deadline: May 15, space pending.

2nd Semester (February – June) application deadline: November 15, space pending.

* Any applications received after these dates will be reviewed case by case and there is no guarantee a seat will be available.

Program Extensions:

1. All extensions should be submitted in writing and received by ISP office by **October 15** (February – June) or **May 15** (September – January). Any requests received after these dates will be reviewed case by case and may be placed on a waitlist in the order received.
2. A non-refundable reservation fee of \$500 will be required to hold a seat in the Program. This deposit will be applied to tuition fees and is payable by the date noted in the invoice.