

Eminent College

FEE PAYMENT AND TUITION REFUND POLICY

Students are informed of all fees related to a program of study during the admission process.

Students are responsible for complying with the terms of their enrolment contract and payment schedule. Students are required to speak to the Financial Planner and/or International Admissions Advisor in case of withdrawal, dismissal, changing their course load, or undertaking any other major change in their course of study.

If a student withdraws or is dismissed from a program, the College is required to report this to the appropriate parties and refund tuition fees per the below refund policy.

International students are required to pay a \$500 registration fee at enrollment, a minimum of 25% on the first day of studies, and 100% of tuition and other fees must be paid in full prior to the 5th month of studies or academic end date specified on the Enrollment Contract (whichever is earlier).

Students who do not pay fees as agreed or do not make satisfactory arrangements to pay tuition and other charges will be suspended or dismissed from the College.

Refund entitlement is calculated on the total fees due under the contract as described below..

Registration fee

- 14(1) Subject to subsection (2), a licensee may require a student to pay a registration fee of not more than \$500 before that person's vocational training begins.
- (2) A licensee must not require or accept payment of
- (a) a registration fee in respect of a prospective student until that person has signed a student contract, or
 - (b) any other tuition fee or any incidental fee in respect of a student or a prospective student before that person's vocational training begins.
- (2.1) Despite subsection (2)(b), a licensee may accept a tuition fee referred to in that clause in respect of a student before that person's vocational training begins if the fee is paid by a third party approved by the Director.
- (3) a licensee who receives a registration fee must credit the fee to unpaid tuition fees if the student commences the vocational training.

Cooling off period

- 15 Notwithstanding anything in this Regulation, if a student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund all tuition fees paid by or on behalf of the student.

Refund and retention of fees before training begins

- 16(1) If a student terminates a student contract before the vocational training begins, the licensee is entitled to retain any registration fee that has been paid, regardless of who paid it.
- (2) The licensee shall refund any registration fees that have been paid if
- (a) a licensee terminates a student contract before the vocational training begins, or
 - (b) subject to subsection (1), the vocational training does not begin on the commencement date set out in the student contract.
- (3) The licensee shall refund any tuition fee that it has accepted pursuant to section 14(2.1) if the student contract is terminated before the vocational training begins.

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Refund of tuition - after training begins

17(1) If a student contract is terminated after the vocational training begins, the licensee is entitled to the following amounts of the tuition fees:

- (a) when 10% or less of the vocational training has been provided, 25% of the tuition fees;
- (b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition fees;
- (c) when more than 50% of the vocational training has been provided, 100% of the tuition fees.

(2) If a licensee has received tuition fees in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.

(3) For the purpose of this section, vocational training provided by correspondence is provided as lessons are supplied, marked and returned to the student.

Payment of refunds

21(1) Subject to subsection (2), a refund of a student's tuition fees or incidental fees must be paid

- (a) to the student, or
- (b) in the case of a student who has an outstanding student loan in respect of the vocational training for which the refund is being provided, to the lender that made the student loan.

(2) If a licensee received payment of a student's tuition fees from a government, agency or person other than the student, any refund of those tuition fees must be paid to the government, agency or other person.

(2.1) A refund under section 16(2)(a) must be paid to the third party referred to in section 14(2.1) to the extent that that party paid the tuition fees.

(3) If a licensee is required to refund any tuition fee or incidental fee, the refund must be paid not later than the earlier of the following:

- (a) 30 days from the day the student contract is terminated;
- (b) the time period specified in an order of the Director.

Where a licensee is required by or under the Act or this Regulation to refund any tuition fee, the Director may in writing order a refund by the licensee of any incidental fee within the time specified in the order.