



REFUND POLICY

- All requests for refunds must be made in writing to the International Education Department, School District 43 (Coquitlam).
- Refund requests must include relevant supporting documentation.
- Application fees, deferral fees, and renewal fees are non-refundable in any circumstance.
- A **full refund** (less \$500 CAD administrative fee) will be granted if Immigration, Refugees and Citizenship Canada (IRCC) does not approve a Study Permit for my child. To obtain a refund, a complete Request for Refund form and the formal letter of refusal from IRCC must be received by the International Education Department within 60 days of the date on which the Study Permit is refused.
- A **partial refund** assessed at **2/3 of program fees** paid will be granted if:
 - My child withdraws or becomes a permanent resident of Canada prior to the starting date indicated on the Letter of Acceptance or Re-Acceptance, provided that the Request for Refund form is submitted and received by the District within one month of the date on which my child withdraws or becomes a permanent resident.
 - IRCC does not approve a student Study Permit for my child and the Request for Refund form and the formal letter of refusal from IRCC is received by the District more than 60 days after the date on which the Study Permit is refused.
- A **partial refund** assessed at **1/2 of program fees** paid will be granted if my child withdraws or becomes a permanent resident of Canada after the starting date indicated on the Letter of Acceptance or Re-Acceptance and within one month of the starting date indicated on the Letter of Acceptance or Re-Acceptance, provided that the Request for Refund form is submitted and received within one month of the date on which my child withdraws or becomes a permanent resident.
NO REFUND will be granted if:
 - My child withdraws from the program more than one month after the starting date indicated on the Letter of Acceptance or Re-Acceptance;
 - My child becomes a permanent resident of Canada more than one month after the starting date indicated on the Letter of Acceptance or Re-Acceptance;
 - My child is dismissed from the Program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, the District, and/or the Program.
- **NO REFUND** will be granted unless I have completed, signed and submitted the Request for Refund form and all other required documents within the time period indicated above.
- No refunds or credits towards future program fees will be granted for weeks missed due to late arrival, including late arrival due to visa processing time or visa rejection.
- Refunds are calculated based on my child's enrollment at the time the refund is requested. An enrollment is defined as the period from the start date to end date listed on a Letter of Acceptance or Letter of Re-Acceptance, regardless of the calendar year or school semesters. For example, an enrollment may cover the period from September to June, or from February to January.
- It is a fundamental condition that the District shall not be liable for losses or expenses I may incur as a result of the District being unable to provide education due to labour disputes or other causes beyond its control.