

## Tuition Refund Policy for Programs That Do Not Require PTIB Approval

### 1. Refunds before the program of study begins:

- a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 5% of the tuition fees due under the contract.
- b) If written notice of withdrawal is received by the institution thirty (30) calendar days or more before the commencement of the period of instruction specified in the contract and more than seven (7) days after the contract was made, the institution may retain the lesser of 10% of the tuition fees due under the contract.
- c) If written notice of withdrawal is received by the institution less than thirty (30) calendar days before the commencement of the period of instruction specified in the contract and more than seven (7) days after the contract was made, the institution may retain the lesser of 20% of the tuition fees due under the contract.

### 2. Refunds after the program of study starts:

- a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the tuition fees due under the contract.
- b) If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract, the institution may retain 50% of the tuition fees due under the contract.
- c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.

### 3. Other Refund Policy Requirements

1. Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable application or registration fee.
2. Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
3. If students withdraw or are dismissed from their program, they are entitled to 100% refund of any as-yet-to-be-received consumables that have been pre-paid.
4. Refunds owing to students must be paid within thirty (30) calendar days of the institution receiving written notification of withdrawal and all required supporting documentation, or within thirty (30) calendar days of an institution's written notice of dismissal.

For programs over \$4,000 in tuition, LCC will refund 100% of the tuition and all related fees, other than application fees, if both of the following apply:

- 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:
  - a) the start date of the program in the most recent Letter of Acceptance
  - b) the start date of the program in the enrolment contract.

The refund will be paid within 30 days of the date the institution receives the notice of withdrawal or copy of study permit refusal.