

## Tuition Refund Policy for Approved Programs

1. LCC, upon receiving tuition from a student, or a person on behalf of a student, will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to an approved program of instruction in which the student is enrolled in the following circumstances:

- (a) if LCC receives a notice of withdrawal from the student no later than 7 days after the effective contract date and before the start date.
- (b) if the student, or other signatory, signs the student enrolment contract 7 days or less before the start date
- (c) and the LCC receives a notice of withdrawal from the student between the date the student, or other signatory, signed the student enrolment contract and the start date.
- (d) if
  - (i) the student does not attend a work experience component, and
  - (ii) LCC does not provide all of the hours of instruction of the work experience component of a program of instruction within 30 days of the end date as per LCC Work Experience Policy.

2. LCC will refund the tuition for a program of instruction and all related fees paid by a student or a person on behalf of a student enrolled in an approved program of instruction, if both of the following apply:

- (a) the student is enrolled in the program of instruction without having met the admission requirements for the program.
- (b) the student did not misrepresent the student's knowledge or skills when applying for admission.

3. If a student does not attend any of the first 30% of the hours of instruction of an approved program of instruction, LCC may retain up to 50% of the tuition paid under the student enrolment contract.

4. If LCC receives a notice of withdrawal from a student more than 7 days after the effective contract date and at least 30 days before the start date, LCC may retain up to 10% of the tuition due under the student enrolment contract, up to a maximum of \$1,000.

5. If LCC receives a notice of withdrawal from a student more than 7 days after the effective contract date and less than 30 days before the start date, the LCC may retain up to 20% of the tuition due under the student enrolment contract, up to a maximum of \$1,300.
6. If LCC receives a notice of withdrawal from a student
- (a) after the start date and up to and including the date on which 10% of the hours of instruction, of the program of instruction have been provided, the LCC may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) after the date on which more than 10% but before the date on which 30% of the hours of instruction, of the program of instruction have been provided, LCC may retain up to 50% of the tuition due under the student enrolment contract.
  - (c) if the student has not requested additional letter(s) of acceptance, LCC will refund 100% of the tuition and all related fees, other than application fees.
  - (d) before 30% of instruction hours would have been provided, had the students started the program on the later of the following:
    - (i) the program start date in the most recent letter of acceptance
    - (ii) the program start date in the enrolment contractLCC will refund 100% of the tuition and all related fees, other than application fees.
7. If LCC
- (a) provides a notice of dismissal to a student, and
  - (b) has, on the date the LCC delivers the notice to the student, provided
    - (i) 10% or less of the hours of instruction, of the program of instruction, LCC may retain up to 30% of the tuition due under the student enrolment contract, or
    - (ii) more than 10% but less than 30% of the hours of instruction of the program of instruction, LCC may retain up to 50% of the tuition due under the student enrolment contract.
8. If LCC provides a program of instruction solely through distance education and LCC receives a student's notice of withdrawal or LCC delivers a notice of dismissal to the student and
- (a) the student has completed up to 30% of the program of instruction, LCC may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed more than 30% but less than 50% of the program of instruction, LCC may retain up to 50% of the tuition due under the student enrolment contract.

9. LCC will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the LCC or LCC provides a notice of dismissal to the student.

10. When a refund is due, LCC will provide it to the students within 30 days of:

- (a) receiving a notice of withdrawal from a student
- (b) receiving a copy of refusal of a study permit
- (c) providing a student with a notice of dismissal.
- (d) receiving an order from the registrar to issue a refund because a student was admitted in an approved program without meeting the admission requirements
- (e) the program end date included in the enrolment contract, if LCC did not provide a work experience to a student within 30 days of the end date.
- (f) the date on which the first 30% of the program would have been completed, if a student did not attend the first 30% of the program.