



## Tuition Refund Policy

### DEFINITIONS

**Effective Contract Date:** The later of: a) the date the student signed or b) the date a representative of VCMT signed the student contract.

**Start of Classes:** The Contract Start Date and first day of class/orientation for the contract period.

**Notice of Withdrawal:** A written email, note or other type of documentation which indicates a student's formal withdrawal from the program at VCMT. Students are considered to be part of the program until such time as the notice is submitted to VCMT by the student.

### TUITION REFUND POLICY

Circumstances when Refund Payable	Amount of Refund
<b>VCMT receives a notice of withdrawal before program start date</b>	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date.</li> </ul>	100% tuition, deposit, and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> <li>No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal.</li> </ul>	Student may receive up to 90% of tuition, to a maximum retained by VCMT of \$1,000.
<b>VCMT provides a notice of dismissal or receives a notice of withdrawal after program start date</b>	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	Student will receive a 90% refund of tuition paid or payable under a contract. VCMT will refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10%, but before 30% of instruction hours have been provided.</li> </ul>	Student will receive a 70% refund of tuition paid or payable under a contract. VCMT will refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 30%, but before 50% of instruction hours have been provided.</li> </ul>	Student will receive a 50% refund of tuition paid or payable under a contract. VCMT will refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 50% of instruction hours have been provided.</li> </ul>	No refund due.
<b>Student does not attend VCMT – “no-show”</b>	
<ul style="list-style-type: none"> <li>Student does not attend the first 30% of the program.</li> </ul>	Student will receive 50% refund of tuition. VCMT will refund fees paid for course materials if not provided to the student.



VCMT receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> <li>Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance</li> <li>The program start date in the enrolment contract</li> </ol> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	Student receives a refund of 100% of tuition and all related fees, other than application fee.
Student enrolled in VCMT without having met the admission requirements for the program	
<ul style="list-style-type: none"> <li>If the student did not misrepresent the student's knowledge or skills when applying for admission and PTIB's registrar orders VCMT to refund tuition and fees.</li> </ul>	100% tuition and all related fees, including application fees are refunded to the student.
VCMT does not provide a work experience	
<ul style="list-style-type: none"> <li>The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.</li> </ul>	100% tuition and all related fees, other than application fees are refunded to the student.

**NON-TUITION CONTRACT AMOUNTS**

- All registration fees are non-refundable.
- When a student withdraws or is dismissed from their program, they are entitled to 100% refund of any unused consumables that have been pre-paid. For consumables, where use is evenly spread, the refund is calculated on the percent of the program of study completed related to the total duration of the program.
- Where a student withdraws or is dismissed from the program after receiving technical equipment from VCMT free of charge:
  - The student must return the equipment unopened or as issued within 14 calendar days; and
  - If the student fails to return the equipment as set out above, VCMT may deduct the reasonable cost of the equipment from any amount to be refunded to the student.
- No refund is due for textbooks, uniforms or other purchased equipment once the student has received them. Should a student withdraw or be dismissed from the program, the full unpaid amount of those items is due.
- Fees assessed for student record archiving are non-refundable once classes begin.

**SETTLEMENT TERMS**

Unpaid amounts due from the student under the terms of the contract are due immediately.

**RETURN OF FUNDS**

Any refund, if applicable, will be returned directly to the individual or organization that made the tuition/fee payment to VCMT. VCMT will pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).