

## Tuition Refund Policy – Approved Program

St Giles International

03979

Name of Institution

Institution Number

**January 11, 2023**

**January 10, 2023**

**Tuition Refund Policy**

Name of Policy

Effective Date

Revision Date

**English Language Studies**

Name of Program

Circumstances when Refund Payable	Amount of Refund
<b>Before program start date</b> , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> <li>No later than seven days after student signed enrolment contract, and</li> <li>Before the program start date</li> </ul>	Balance will be refunded less the following fees: <ul style="list-style-type: none"> <li>Registration Fee</li> <li>Accommodation Placement Fee</li> <li>Homestay Guardianship Fee</li> <li>Express Mail Fee</li> </ul>
<ul style="list-style-type: none"> <li>No later than seven days after the program start date, the institutions provides a notice fo dismissal or received an notice of withdrawal</li> </ul>	Institution may retain up to 10% of tuition, to a maximum of \$1000 paid orpayale under contract.  Students may also incur charges to third-party accommodation providers (residences, hotels, homestays). St Giles will pass on and direct costs incurred. <ul style="list-style-type: none"> <li>Homestay Guardianship Fee</li> <li>Express Mail Fee</li> </ul>
<b>After program start date</b> , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students)	
<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>	Institution may retain up to 10% of tuition paid or payable under a contract.  Institution must 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>	Institution may retain up to 30% of tuition paid or payable under a contract.  Institution must refund fees paid for course materials if not provided to the student.

## Tuition Refund Policy – Approved Program

Circumstances when Refund Payable	Amount of Refund
<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>	Institution may retain up to 50% of tuition paid or payable under contract.
<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.
Student does not attend program – “no-show” (applies to all students)	
<ul style="list-style-type: none"> <li>Student does not attend the first 30% of the program.</li> </ul>	Institution may retain up to 50% of the tuition paid under contract. <ul style="list-style-type: none"> <li>Students may also incur charges to third-party accommodation providers (residences, hotels, homestays). St Giles will pass on and direct costs incurred.                             <ul style="list-style-type: none"> <li>Homestay Guardianship Fee</li> <li>Express Mail Fee</li> </ul> </li> </ul>
Institution 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>	100% tuition and all related fees, other than application fee.
Student enrolled in a program 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 the registrar orders the institution to refund tuition and fees.</li> </ul>	100% tuition and all related fees, including application fees

Institution must 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).