

Withdrawal Policy and Procedure

Wales Young Institute

Name of Institution

3857

Institution Number

Withdrawal Policy and Procedure

Name of Policy

April 25, 2014

Date of Implementation

August 30, 2021

Date of Last Revision

Policy:

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the SEA. Refunds are calculated according to **WALES YOUNG INSTITUTE** Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund under PTA Manual 3.2.8., if a copy of the denial letter is provided to **WALES YOUNG INSTITUTE** prior to the program start date.

Procedures:

1) Refunds before the program of study begins:

- A. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction, the institution will refund 100% tuition due under the contract.
- B. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
- C. If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition due under the contract to a maximum of \$1300.

2) Refunds after the program of study starts:

- (a) If written notice of withdrawal is received by the institution or a student is dismissed before 11% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition.

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- (b) If written notice of withdrawal is received by the institution, or a student is dismissed after 11% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition.
- (c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.