

## Tuition Refund Policy

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**WALES YOUNG INSTITUTE**

Name of Institution

**3857**

Institution Number

**Tuition Refund Policy**

Name of Policy

**April 25, 2014**

Date of Implementation

**May 28, 2024**

Date of Last Revision

### Scope:

Refund policy applies to all program offered at Wales Young Institute.

### Policies:

1. If **WALES YOUNG INSTITUTE** receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. **WALES YOUNG INSTITUTE** will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, **WALES YOUNG INSTITUTE** may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if **WALES YOUNG INSTITUTE** receives a notice of withdrawal from a student:
  - a. more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.

- ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - b. after the contract start date
    - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if **WALES YOUNG INSTITUTE** provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - a. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If **WALES YOUNG INSTITUTE** provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. **WALES YOUNG INSTITUTE** will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a. of the date **WALES YOUNG INSTITUTE** receives a student's notice of withdrawal,
  - b. of the date **WALES YOUNG INSTITUTE** provides a notice of dismissal to the student,

- c. of the date that the registrar provides notice to **WALES YOUNG INSTITUTE** that the institution is not complying with section 1(c) or 2 of this policy, or
  - d. after the first 30% of the hours of instruction if section 3 of this policy applies.
- 9. If an international student delivers a copy of a refusal of a study permit to **WALES YOUNG INSTITUTE**, sections 1(a), 1(b), 4, 7, **Error! Reference source not found.** and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,
  - b. or the program is provided solely through distance education.
- 10. If an international student requires a Provincial Attestation Letter as part of their enrolment process, then up to \$1,000 of tuition paid will be non-refundable. If a student gets rejected, any amount of the tuition paid over \$1,000 will be automatically refunded to the student. However, up to \$1,000 will be retained by the institution.

### **In summary:**

#### Refund Policy Summary:

1. Voluntary Withdrawal:
  - Within 7 days after contract date: 100% refund
  - Within 7 days before contract start date (if contract signed within 7 days): 100% refund
  - Non-attendance of work experience within 30 days after contract end date: 100% refund
2. Admission Requirements Not Met:
  - 100% refund of tuition and related fees
3. Non-Attendance in Initial 30% of Instruction Hours:
  - Up to 50% tuition retained unless program is solely distance education
4. Withdrawal After Effective Date:
  - More than 7 days after effective date and at least 30 days before contract start date:
    - Up to 10% tuition retained (max \$1,000)
  - More than 7 days after effective date and less than 30 days before contract start date:
    - Up to 20% tuition retained (max \$1,300)
5. Withdrawal After Contract Start Date:
  - After 10% but before 30% of instruction hours provided:
    - Up to 50% tuition retained
6. Dismissal by Institute:
  - Before 10% of instruction hours: Up to 30% tuition retained
  - After 10% but before 30% of instruction hours: Up to 50% tuition retained
7. Distance Education Withdrawal:
  - Up to 30% completion: Up to 30% tuition retained
  - More than 30% but less than 50% completion: Up to 50% tuition retained
8. Refund for Unreceived Course Materials:
  - Full refund if materials paid but not received
9. Refund Process:
  - Refunds processed within 30 days from specified dates
10. International Students:
  - Additional provisions apply in case of study permit refusal