

# **Tuition Payment and refund policy (International Student)**

International students are required to pay full or at least half of tuition fees at the first day of the class. No tuition fees will be collected before class starts. The following table will guide students in making the minimum acceptable fee payment. The application fee of \$500 is due at the time of application is preliminary accepted.

## *Tuition payment structure*

One-year long Diploma: Two-third of total tuition fee are collected on the first day of class start for 1-year long diplomas and remaining one-third is collected in the 2nd week of the 7th month of the program.

Two-year long Diploma: Half of the tuition fees are collected on the first day of the class start for 2-year long course (massage Therapy only) and remaining half of tuition fee is collected in 2nd week of the 2nd year of the program start.

## *Methods of payment*

Students will pay either by credit card, debit card, bank draft or cheque payable to East-West College of Business and Technology. Tuition fees may be paid at the Cashier's counter in person by debit card, credit card and cash with proper invoice given by the cashier's office.

## *Tuition Fee Refund Policy*

A written notice is required to request a refund of the tuition fees. The withdrawal notice by a student shall be in an East-West College Students Program Withdrawal Form available at the Students Services Office. Please contact the International Students Advisor for a hard copy or electronic copy of the form. Once the form is completed, a signed copy of the form has to be submitted electronically or hard copy can be submitted to the International Student Advisor. The date of withdrawal shall be the date the application is received by East-West College. Where withdrawal is due to student visa refusal, such letter of refusal must be attached to the withdrawal form.

Information about students who withdraw will be reported to Citizenship and Immigration Canada. A student who withdraws and later wishes to return to East-West College must re-apply for admission. The following refund policy will be followed for students withdrawing from the courses.

If student starts the program and withdraws from the program, refund may be eligible and amount will be calculated as per Student Aid Alberta policy.

The tuition fees will be refunded if visa is refused. The application processing fees \$500 is not refundable. Where East-West Colleges ceases to deliver a Designated Learning Program without providing a means to enable the student to complete the program. East-West College will compensate International Students for any tuition paid in respect of undelivered portion of the program in accordance with its refund policy.

**Refunds of tuition** (after training begins)

Private Vocational Training Regulation - Section 17(1) If a student contract is terminated after the vocational training begins, the licensee is entitled to the following amounts of the tuition fees:

- (a) when 10% or less of the vocational training has been provided, 25% of the tuition fees;
  - (b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition fees;
  - (c) when more than 50% of the vocational training has been provided, 100% of the tuition fees.
- (2) If a licensee has received tuition fees in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.