

POLICIES

REFUND POLICIES - CANADA

TUITION REFUND POLICY FOR GV VANCOUVER AND GV VICTORIA *

Should a student visa be rejected by a Canadian Embassy, the rejection letter should be submitted to the school. On receipt of the official rejection letter, the institution will retain the \$150 non-refundable registration fee, and will refund all tuition and refundable accommodation fees.

A student may be entitled to a refund of tuition fees in the event that:

- 1.a The student provides written notice to the school that he or she is withdrawing from the program; or
 - 1.b The student provides a copy of the visa rejection letter from Canadian Embassy
 - 1.c The school provides written notice to the student advising that the student has been dismissed from the program.
1. The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
 2. The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
 3. The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the school is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
 4. If the school has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
 5. Refund policy for students before the program of study starts:
 - 5.a If written notice of withdrawal is received by the school within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the school may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
 - 5.b If written notice of withdrawal is received by the school 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the school may retain 10% of total tuition only due under the contract to a maximum of \$1000.
 - 5.c Subject to Section 6(a)(1) above, if written notice of withdrawal is received by the school 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 school may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.
 6. Refund policy for students after the program of study starts:
 - 6.a If written notice of withdrawal is received by the school or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the school may retain 30% of the tuition due under the contract.
 - 6.b If written notice of withdrawal is received by the school, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the school may retain 50% of the tuition due under the contract.
 - 6.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.
 7. Where a student did not meet the school's specific minimum requirements for admission through no misrepresentation or fault of their own, the school must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.

8. Refunds owed to students must be paid within 30 days of the school receiving written notification of withdrawal and all required supporting documentation, or within 30 days of a school's written notice of dismissal.

* In Accordance to the Guidelines of the British Columbia Ministry of Advanced Education.

HOMESTAY REFUND POLICY (VANCOUVER, VICTORIA, CALGARY)

1. If written cancellation notice is given 12 weeks or more before beginning of homestay, all money will be refunded including Homestay Placement Fee.
2. If written cancellation notice is given less than 12 weeks before beginning of homestay, all money will be refunded except for the Homestay Placement Fee.
3. For after commencement of Homestay:
 - 3.a The student should inform the GV Homestay Office in writing three weeks before the end of the homestay period if he/she decides to terminate the agreed homestay period. If the notification period is less than 3 weeks, then in addition to the non-refundable notification period, a \$150 cancellation fee will apply.
 - 3.b If the host family has failed to meet the Homestay conditions, the student will be moved to another Homestay, and there will be no refund given for the period of homestay already used.

All policies subject to change. Please check www.gvenglish.com for updates.