

POLICIES

REFUND POLICIES - CANADA

TUITION REFUND POLICY FOR GV CALGARY

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 refund all tuition, registration and refundable accommodation fees paid, less \$85 for administrative costs.

The Registration Fee is non-refundable at all times except in the case where the student visa has been rejected, where a partial refund is available (see section 3).

To apply for a tuition refund, the student or agent must submit a written notice of withdrawal no later than 30 days after the start date specified on the letter of acceptance. There are no refunds for classes missed due to holiday, graduation, orientation, and/or other situations beyond the school's control.

In this policy, the word "program" refers to the full cycle of studies to which the student registered. All refunds apply based on the assumption that the full payment has been received.

1. Effective before the start date
 - 1.a If a student cancels 30 days or more before the start of the program, the school will retain 25% of the fees due under the contract and refund 75% of the fees to the student.
 - 1.b If a student cancels less than 30 days before the start of the program, the school will retain 40% of the fees due under the contract and refund 60% of the fees to the student.
2. Effective after the start date
 - 2.a If a student cancels (or is dismissed) within 5 calendar days of the start date of the program, the school will return 50% of all unused tuition fees paid under the contract.
 - 2.b No refund will be paid if a student cancels (or is dismissed) when more than 5 days of the program have been completed.
 - 2.c Refunds on postponed starting dates are based on the original start dates (applies also to students transferring from one GV school to another).

PROGRAM CANCELLATION OR REDUCTION POLICY

3. Program Cancellation or Reduction Administration Fees
 - 3.a A program cancellation or program reduction fee of \$110 will be applied when students cancel or reduce the number of weeks they wish to study after they receive their original letter of acceptance.

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.