

# STEWART COLLEGE

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## Refund Policy

### APPLICABILITY

This policy applies to all registrations with an effective contract date of September 1, 2016 or later. The effective contract date is the date the student's Letter of Acceptance was issued, or the date the contract was signed, whichever is earlier. An international student is a person who is not a Canadian citizen, permanent resident or who has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.

### NOTICE REQUIRED IN WRITING

In order to receive a refund of course fees, you, or your agent, must provide notice in writing that you wish to withdraw from your program.

### COURSE CHANGES AND HOLIDAYS

After your course has started, shortening or reducing the hours in your program are treated as a cancellation. There are no refunds for classes missed due to holiday, graduation, orientation, and/or other situations beyond the school's control. In cases of postponement of courses, the start date on the original Letter of Acceptance applies.

### STUDENT AUTHORIZATION-RELATED WITHDRAWALS

Stewart college may retain the lesser of 10% of the total course fees due under the contract or \$150.00 if you are denied Study Permit authorization from Citizenship and Immigration Canada. You must provide Stewart College with a copy of the denial letter prior to the program start date as set out in the most recently issued Letter of Acceptance. If you fail to advise Stewart College, or choose to withdraw for other reasons, the refund policy below will apply.

### ALL OTHER WITHDRAWALS

1. Tuition refunds due before and after starting a program of study:

**A. Registrations not requiring PTA approval:** Where the course duration is less than 6 months and the tuition fee is less than \$4000

Timing of written notice	Tuition retained by Stewart College
Before the course starts	
Less than seven (7) calendar days after the effective contract date and before the course start date	0
More than 14 days before the program starts	0
14 or fewer days before the program starts	20%
After the course starts	

Before 11% of instruction hours have been provided	50%
11% or more instruction hours have been provided	100%

**B. PTA approved registrations:** Where the course duration is 6 months or longer and/or the tuition fee is \$4000 or more

Timing of written notice	Tuition retained by Stewart College
Before the course starts	
Less than seven (7) calendar days after the effective contract date and before the course start date	0
More than seven days after the contract is signed, and 30 or more days before the course start date	10% to a maximum of \$1000
Less than 30 days before the program start date	20% to a maximum of \$1300
After the course starts	
Before 11% of instruction hours have been provided	30%
11% - 30% of instruction hours have been provided	50%
More than 30% of instruction hours have been provided	100%

2. Registration Fee / Cancellation Fee: All withdrawals or cancellations incur a minimum cancellation fee of \$150, whether or not a registration fee was paid
3. Materials Fees, Activity Fees and other Consumables: Where you withdraw or are dismissed from your program, you will receive a 100% refund of any *as-yet to be used/received* consumables that have been pre-paid.
4. Homestay Fees
  - o The Homestay placement fee is 100% non-refundable
  - o Two weeks' advance notice in writing is required to end a Homestay arrangement. If you wish to leave the home sooner than this, you will have to pay for the 2 week period from the day you tell us you will leave.
  - o If you have prepaid host family fees beyond the day you leave (or the end of the advance notice period, whichever is later), you can choose to keep the unused fees as a Stewart College credit OR you can receive a refund. The administration portion of the host family fees is not refunded; the host family fees will be refunded according to a 4-week schedule starting on the date they were due to be paid to the family.

#### REPORTING INTERNATIONAL STUDENT WITHDRAWALS

If you are enrolled with or are studying at Stewart College on the basis of a Study Permit and you withdraw from your course or are dismissed by Stewart College, Stewart College is required to notify Citizenship and Immigration Canada.

#### OTHER REFUND POLICY REQUIREMENTS

Where you did not meet the Stewart College specific minimum requirements for admission through no misrepresentation or fault of your own, Stewart College will refund all course fees paid under the contract, less the cancellation fee of \$150.

Refunds will be paid within 30 days of Stewart College receiving written notification of withdrawal and all required supporting documentation, or within 30 days of Stewart College's written notice of dismissal. If you paid your registration via your agent, your refund will be paid to your agent, who will then transfer it to you.

**MORE**

[PAL \(PRE-ARRIVAL LEARNING\) \(HTTP://STEWARTCOLLEGE.COM/PAL-PRE-ARRIVAL-LEARNING/\)](http://stewartcollege.com/pal-pre-arrival-learning/)

[LYONESS CASHBACK CARD \(HTTP://STEWARTCOLLEGE.COM/LYONESS-CASHBACK-CARD/\)](http://stewartcollege.com/lyoness-cashback-card/)

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**DESIGNATIONS**

DLI: O19279828772



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