

Tuition Refund Policy

Refunds will be made within thirty (30) calendar days after the applicant's/student's written withdrawal request and all required documents for refund have been received by the finance department or within thirty (30) calendar days after written notice of dismissal is issued by the College and all required documents for a refund have been received by the finance department. All students will be subject to the institutional refund policies.

Degree Programs

Refund entitlement is calculated on the total fees due under the enrolment contract, less the applicable non-refundable Application and Assessment Fees. Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a student may be required to pay for amounts due under the contract. Refunds will be made to the original account/payment method used to pay tuition.

All international degree students are required to pay a non-refundable tuition deposit upon registration. Students will be removed from any unpaid course/s and lose their non-refundable deposit if the College does not receive payment before the published deadline.

REFUND POLICIES FOR INTERNATIONAL STUDENTS IN DEGREE PROGRAMS

(Who have paid the required Tuition Deposit and received a Letter of Acceptance (LOA))

1. Withdrawal from degree program before Student has registered in courses for their first term:
 - a. If Study Permit Status is 'Received', the amount retained by LCV is 100% of the tuition deposit quoted in the Letter of Offer (LOO).
 - b. If Study Permit Status is Denied (Proof of Study Permit Denial Letter required), the amount retained by LCV is \$150.00 (Administrative and Application Fees).
2. After Student has been registered in their first term of study:
 - a. After the Enrolment Agreement (EA) has been signed and before the start of the first term: the amount retained by LCV is 100% of the tuition deposit quoted in the LOO.
 - b. At any point after the first day of classes of the first academic term as outlined in the EA: the amount retained by LCV is 100% of the total fees for the term under the EA including textbooks, health insurance and applicable fees.
3. After Student has completed their first term of study and signed an Enrolment Agreement (EA):
 - a. After the EA has been signed and before the start of the term: the amount retained by LCV is 30% of total term tuition and fees under the EA plus

applicable fees, fines or due owing.

- b. During the add/drop period: the amount retained by LCV is 50% of total term tuition and fees under the EA plus applicable fees, fines or dues owing.
- c. After the add/drop period (withdrawal period): the amount retained by LCV is 100% of the total term tuition and fees under the EA (no refund).

REFUND POLICIES FOR DOMESTIC STUDENTS IN DEGREE PROGRAMS

(Who have received a LOA)

1. Withdrawal from degree program after student has signed EA for their first term:
 - a. If withdrawal after the EA has been signed and before the start of the term: If written notice of withdrawal is received by LCV before the start date defined on the EA, the student will receive a full refund of tuition paid.
 - b. If withdrawal during the add/drop period: the amount retained by LCV is 30% of total term tuition and fees under the EA plus applicable fees, fines or dues owing.
 - c. If withdrawal after the add/drop period (withdrawal deadline), the amount retained by LCV is 100% of the total term tuition and fees under the EA (no refund).
2. After Student has completed their first term of study and signed an EA for each additional term:
 - a. If withdrawal after the EA has been signed and before the start of the term: the amount retained by LCV is 30% of total term tuition and fees under the EA plus applicable fees, fines or dues owing.
 - b. If withdrawal during the add/drop period: the amount retained by LCV is 50% of total term tuition and fees under the EA plus applicable fees, fines or dues owing.
 - c. If withdrawal after the add/drop period (withdrawal deadline): the amount retained by LCV is 100% of the total term tuition and fees under the EA (no refund).

Other Refund Policy Requirements for both International and Domestic Students:

- Where a student is deemed not to have met the institutional and/or program-specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable assessment fee.
- Application fee, student fees, textbooks, fines, dues owing, financial penalties and taxes are non-refundable. Outstanding tuition fees owing will be deducted from the amount refunded.
- Where a student's tuition has been paid in part or in whole by a recognized student aid program, the College may be required to refund the funding party before any refund is payable to the student.

- Where the College provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the College may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
- In the event of a fully documented circumstance that prevents the student from completing the program, the student may appeal for an exception to this Refund Policy to the College Financial Appeals Committee.
- The calculation of refunds is based upon the date of the written notice of withdrawal sent by the student, or the date of the written notice of dismissal issued by the Institution.
- Refunds for students or applicants who paid by credit card and cancel/do not start are subject to an administrative fee of 2% of the total amount paid.

Diploma and Certificate Programs

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable Application and Assessment Fees. Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a student may be required to pay for amounts due under the contract. Refunds will be made to the original account/payment method used to pay tuition.

1. Refunds prior to the start date of the enrolment contract (program start date):
 - a. If written notice of withdrawal is received by LCV no later than seven (7) days from the date the contract is signed, and before the start date defined on the contract, the student will receive a full refund of tuition paid.
 - b. If the contract is signed less than 7 days from the start date defined on the contract, and written notice is received prior to the start date defined on the contract, the student will receive a full refund of the tuition paid.
 - c. If a student does not meet the program admission requirements and did not misrepresent their qualifications for admission during the admissions process, the student will receive a full refund of the tuition paid. If a student does not meet program admission requirements but has been found to have misrepresented their qualifications for admission, the relevant provisions of the refund policy shall apply.
 - d. If a student does not attend the first 30% of the hours of instruction as defined on the contract, the institution will refund 50% of the tuition paid.
2. When written notice is received after 7 days from the contract effective date, and before the start date as defined on the contract (program start date):
 - a. If the written withdrawal notice is received by the institution at least 30 days before the start date defined on the contract, the institution will retain 10% of the tuition due under the contract, or \$1000 whichever is lower.

- b. If written notice is received less than 30 days prior to the start date, the institution will retain 20% of the tuition due under the contract, or \$1300, whichever is lower.
 3. Refunds for written notices received after the start of the program:
 - a. If written notice of withdrawal is received by the College, or a student is dismissed by the College before ten percent (10%) of the hours of instructions have been provided, the institution may retain thirty percent (30%) of the tuition due under the student enrollment contract for that quarter or session of study.
 - b. If written notice of withdrawal is received by the College, or a student is dismissed by the College after ten percent (10%) and before thirty percent (30%) of the hours of instructions have been provided, the institution may retain fifty percent (50%) of the tuition due under the student enrollment contract for that quarter or session of study.
 - c. If a student provides written notice of withdrawal or is dismissed after thirty percent (30%) of the hours of instruction have been provided, the institution will retain 100% of the tuition due under the enrollment contract for that quarter or session of study.
 - d. In addition to the tuition fee refund prescribed within this section, the student will receive a refund of the starting kit fees paid provided that the kit has not been received by the student or the kit is returned to the College unopened and within twenty (20) days of the student's last day of attendance.
 4. Other Refund Policy Requirements:
 - a. Where the College provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the College may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
 - b. If the institution 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:
 - i. 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
 - ii. 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 contact. iii. the student has completed 50% or more of the program, the college will retain up to 100% of the tuition due under the student enrolment contract.
 - c. Where a student's tuition has been paid in part or in whole by a recognized student aid program, the College may be required to refund the funding party before any refund is payable to the student.

- d. In the event of a fully documented circumstance that prevents the student from completing the program, the student may appeal for an exception to this refund policy to the College Appeals Committee.

- e. The calculation of refunds is based upon the date of the written notice of withdrawal sent by the student, or the date of the written notice of dismissal issued by the Institution.

- f. International students who cancel their enrollment because their study permit was denied by IRCC will receive a refund of all tuition fees paid.