



## **CCEL REFUND POLICY**

### **TUITION**

#### **Before Program Starts:**

- a) Less than 7 days after the contract is made 25% is not refunded (To a maximum of \$400)
- b) More than 30 days before the start of the program 75% refund
- c) Less than 30 days before the start of the program 60% refund
- d) If the visa is refused the school retains the lesser of 25% of fees paid or \$200

#### **After Program Starts:**

- a) Less than 6 days or within 10% of the program duration, 50% refund
- b) Within 30% of program duration, 30% refund.
- c) After 30% of program duration, no refund.

#### **Other:**

If CCEL closes a full or partial refund of all monies.

Refunds paid within 30 days of CCEL receiving written notice from the student.

If a student is dismissed for disciplinary reasons there may or may not be refund.

If CCEL changes the date of the program or changes the program itself significantly then a full or partial refund is entitled.

#### **Refund Procedure:**

Students must submit a completed "Application for refund" form to the College office.

This refund policy is dictated by the Private Post Secondary Education Commission of British Columbia and applies to all private schools.

### **HOMESTAY**

For CCEL students 2 weeks notice and for Embassy students 4 weeks notice must be given of intention to move out of a homestay.

After 2 weeks a partial refund of 90% of fees will be refunded as 4-weekly payments. (10% is kept for administering service).

### **RESIDENCE**

No refunds are given for cancellations after the student's arrival. If a student cancels the booking before arrival we will refund 50% of the residence fees.