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| **Weston College** | | |  |  |
| Name of Institution | | |  | Institution Number |
| **Tuition Refund Policy** |  | January 1, 2022 |  | September 1, 2021 |
| Name of Policy |  | Effective Date |  | Revision Date |

The Weston College Refund Policy is in compliance with the PTA Regulations to establish the college standards on student refunds.

| **Circumstances when Refund Payable** | **Amount of Refund** |
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| **Before program start date**, institution receives a notice of withdrawal (applies to all students) | |
| * No later than seven days after student signed the enrolment contract, and * Before the program start date. | 100% tuition and all [related fees](#_Related_fees), other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials. |
| * At least 30 days before the later of:  1. The program start date in the most recent Letter of Acceptance (international students) 2. The program start date in the enrolment contract. | Institution may retain up to 10% of tuition, to a maximum of $1,000.  Institution must refund fees paid for course materials if not provided to the student. |
| * More than seven days after the student and institution signed the enrolment contract, and * Less than 30 days before the later of:  1. The program start date in the most recent Letter of Acceptance (international students) 2. The program start date in the enrolment contract. | Institution may retain up to 20% of tuition, to a maximum of $1,300.  Institution must refund fees paid for course materials if not provided to the student. |
| **After program start date**, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education) | |
| * After the program start date, and up to and including 10% of instruction hours have been provided. | Institution may retain up to 30% of tuition.  Institution must refund fees paid for course materials if not provided to the student. |
| * After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. | Institution may retain up to 50% of tuition.  Institution must refund fees paid for course materials if not provided to the student. |
| Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education): | |
| * Student does not attend the first 30% of the program. | Institution may retain up to 50% of the tuition.  Institution must refund fees paid for course materials if not provided to the student. |

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| Institution receives a refusal of study permit (applies to international students requiring a study permit): | |
| * Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:  1. The program start date in the most recent Letter of Acceptance 2. The program start date in the enrolment contract  * Student has not requested additional Letter(s) of Acceptance. | 100% tuition and all related fees, other than application fee. |
| After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education): | |
| * Student completed up to 30% of the program. | Institution may retain up to 30% of the tuition.  Institution must refund fees paid for course materials if not provided to the student. |
| * Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). | Institution may retain up to 50% of the tuition.  Institution must refund fees paid for course materials if not provided to the student. |

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).