



Refund Policy

The following refund policy applies to the terms of the Comox Valley International Student Agreement.

In the event that the Student does not come to Canada or decides not to attend or to leave the Program, the Parent or Guardian agrees that the following terms will apply:

- a. The Application Fee and Homestay Placement Fee are non-refundable.
- b. Refunds will only be paid to the original sender by the original payment method per Canada's anti-money laundering and anti-terrorist financing regulations.
- c. Students who withdraw from the Program at least three months plus one day prior to the start of their studies, shall only be entitled to receive the following refund:
 - i. 100% tuition fee; and
 - ii. All other fees that have not been used, less any costs incurred by the Board.
- d. Students who withdraw from the Program three months prior to the start of their studies, shall only be entitled to receive the following refund:
 - i. 45% of the tuition fee; and
 - ii. All other fees that have not been used, less any costs incurred by the Board.
- e. Students who are denied Study Permits or who are found otherwise inadmissible to Canada, other than those found to have been inadmissible for misrepresentation per. *Immigration and Refugee Protection Act (Canada) s.40(1)(a)*, must provide evidence of Study Permit refusal or Temporary Resident refusal by way of refusal letter from Immigration, Refugees and Citizenship Canada ("IRCC"), prior to the start date of their Program, verifying the denial in order for the following to apply:
 - i. 100% tuition fee; and
 - ii. All other fees that have not been used, less any costs incurred by the Board.
- f. Students who have not received Study Permit approval letters from IRCC at least 30 days prior to commencement of their studies may, one-time only, defer to the following subsequent intake date without penalty.
- g. Students who withdraw after their Program commences, and Students who are in violation of this Agreement and are dismissed from the Program, will only be entitled to the following refund:
 - i. 0% tuition fee; and
 - ii. All other fees that have not been used, less any costs incurred by the Board.
- h. Students who experience unforeseen or extenuating circumstances, beyond their control, may, one-time only, defer to the following subsequent intake date at no penalty or may be eligible to withdraw from the Program and receive a tuition adjustment or refund, less any costs incurred by the Board. Students must submit supporting documents satisfactory to the Board. Examples of unforeseen or extenuating circumstances may include but are not limited to:
 - i. Death or severe illness of an immediate family member;
 - ii. International travel bans, including nonessential travel advisories i.e. COVID-19;
 - iii. Labour dispute where the closure of the School exceeds 90 days; or
 - iv. other circumstances deemed valid and at the discretion of the Board.
- i. Students who become eligible for Provincial Operating Grant funding, who are in attendance and who have submitted all documentation to support their eligibility for funding to the Board by September 30 of the school year, shall be refunded any tuition or other fees paid for that school year.