

VEC REFUND POLICY

(1) To be considered for a refund, a student must submit a written notice of withdrawal to Vancouver English Centre. Verbal notices will not be considered. Notices of dismissal to a student must also be in written form.

Refunds before the program of study starts

(2) (a) If written notice of withdrawal is received less than seven (7) calendar days after the contract was made and before the program starts, Vancouver English Centre will retain the lesser of 25% of the total fees due under the contract or \$400.

(b) Subject to 2 (a), if written notice of withdrawal is received thirty (30) calendar days or more before the start of a program of study, Vancouver English Centre will retain 25% of the total fees under the contract.

(c) Subject to 2 (a), if written notice of withdrawal is received less than thirty (30) calendar days before the start of a program of study, Vancouver English Centre will retain 40% of the total funds under the contract.

(d) Notwithstanding Sections 2 (a), 2 (b), and 2 (c), Vancouver English Centre will retain the lesser of 25% of the total fees due under the contract or \$200 to visa students who are denied authorization from Canada Immigration prior to the course of study, provided that:

(A) the student notifies the institution of the circumstances in 2 (d)(i) or (ii) on or before the first day of the program of study is scheduled to begin; and

(B) the student, within a reasonable time, provides documentation of the circumstances in 2 (d)(i) or (ii) to the school. A complete and original Letter of Rejection must be presented. Faxed or photocopied documents are not acceptable. Homestay related fees are refunded according to the Homestay Fee Refund Policy, as explained below.

Refunds after the program of study starts

(3) (a) If written notice of withdrawal is received or a student is dismissed within 10% of the program of study's duration, Vancouver English Centre will retain 50% of the total fees due under the contract.

(b) Subject to 3 (a), if written notice of withdrawal is received or a student is dismissed within 30% of the program of study's duration, Vancouver English Centre will retain 70% of the total fees due under the contract.

(c) If a student withdraws or is dismissed after 30% of the program of study's duration, there is no refund.

The Refund Policy includes all Tuition Fees and Homestay Fees. Only unused fees are refunded.

The following fees are non-refundable: Application Fee, Homestay Placement Fee, Airport Reception Fee, Insurance.

(4) Refunds owing to students pursuant to sections 2 and 3 will be paid after fourteen (14) days, but within thirty (30) days of receiving written notice of withdrawal from the student, or within thirty (30) days of Vancouver English Centre's issuing written notice of dismissal.

(5) If Vancouver English Centre changes the commencement date of a program after entering into a contract with a student, the student is entitled to a full refund, including the Application Fee and other fees charged, if the new date is unsuitable.

(6) All refunds will be issued in compliance with the General Directives of the Private Post-Secondary Education Act.

This policy applies to Tuition. Application Fees, Airport Reception Fees, and Medical Insurance are non-refundable. Homestay related fees are refunded according to the Homestay Fee Refund Policy, as explained below.

DEFERRED ACCEPTANCE

If you cannot begin in the month applied for, the tuition and registration fees are transferable to a later month for up to one year, providing the school is notified on or before the first day of the month preceding the month for which initial admission has been granted. The school reserves the right to penalize applicants who request deferred acceptance after this date.

PROGRAM CHANGES

The Refund Policy applies to students who wish to change their programs or schedules for any reason.

VEC HOMESTAY FEE REFUND POLICY

- The Homestay Placement Fee is non-refundable under all circumstances.
- All Homestay Fees will be refunded if a Student Authorization is denied and the student provides VEC with written notification as outlined in Section 2 of the VEC Refund Policy.
- If a student withdraws from Homestay, in writing, 30 days prior to the Homestay commencement date all Homestay Fees will be refunded.
- If a student withdraws from Homestay, in writing, before, but less than 30 days prior to the commencement of Homestay, all Homestay Fees will be refunded except fees for the first 30 days of Homestay.
- If a student withdraws or is dismissed from Homestay, in writing, after commencement of the Homestay term with less than 30 days notice, all Homestay Fees will be refunded except:
 - the amount calculated on a strict pro-rata basis for the used portion to the date of cancellation;
 - the unused portion for next 30 day period commencing from the date notice is given and effective.
- If notice to transfer or cancel is more than 30 days, all remaining unused Homestay Fees will be refunded or forwarded.
- There will be a \$50 Homestay Move Fee for any changes of homestay duration, unless otherwise approved by the VEC Director responsible for Homestay. This Administration Fee will also be charged for breaks, postponements and cancellations.
- If a student requests to transfer to a different homestay family, the Homestay Move Fee will be charged and fees for the next 30 day contract period may be charged unless otherwise approved by the VEC Director responsible for Homestay.
- A student will be dismissed from homestay if he or she has violated Canadian law and/or VEC Homestay Regulations.
- Refunds will be issued within 30 days of receiving written notice and only upon presentation of the original corresponding receipt. If a student has been registered by a representative or an agent the refund will be sent to the representative or the agent.

VEC STUDENT AUTHORIZATION APPLICATION CONDITION

VEC expects the student to apply for a Student Authorization within 14 days of issuance of the Letter of Acceptance. It is every student's responsibility to confirm, complete and submit all of the necessary forms and documents as required by the Canadian Immigration Office accurately and appropriately. If the student cannot realize this condition, he/she must notify VEC within 14 days of the issuance of the Letter of Acceptance and notify the Registrar of the date application for Student Authorization will be made. If at this time it is deemed a later start date will be required VEC will issue a new Letter of Acceptance and the student will again have 14 days to apply for a Student Authorization as indicated above. A student will only be eligible for a refund in accordance with Section 2 of the VEC Refund Policy if this VEC Student Authorization Application Condition has been met.

Vancouver English Centre reserves the right to inform Citizenship and Immigration Canada of all program cancellations. This Refund Policy applies to all refunds, in all situations. Please read it carefully before paying any fees.

APPLICANT'S SIGNATURE

DATE

PARENT'S SIGNATURE (IF APPLICANT IS UNDER 19)

VEC REPRESENTATIVE'S SIGNATURE