

Tuition Refund Policy – Approved Program

CEL Vancouver		03979
Name of Institution		Institution Number
	January 1, 2025	Jan 1, 2025
Tuition Refund Policy		
Name of Policy	Effective Date	Revision Date
English Language Studies		
Name of Program		

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
● No later than seven days after student signed enrolment contract, and ● Before the program start date	Balance will be refunded less the following fees: ● Registration Fee ● Accommodation Placement Fee ● Homestay Guardianship Fee
● More than seven days after student signed enrolment contract, and ● Before the program start date	Institution may retain up to 10% of tuition, to a maximum of \$1000 paid or payable under contract. Students may also incur charges to third-party accommodation providers (residences, hotels, homestays). CEL will pass on any direct costs incurred. ● Homestay Guardianship Fee
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students)	
● No later than seven days after the program start date	Institution may retain up to 10% of tuition, to a maximum of \$1000 paid or payable under contract. Students may also incur charges to third-party accommodation providers (residences, hotels, homestays). CEL will pass on any direct costs incurred. ● Homestay Guardianship Fee

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Circumstances when Refund Payable	Amount of Refund
● After the program start date, and up to and including 10% of instruction hours have been provided.	Institution may retain up to 10% of tuition paid or payable under a contract. 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 30% of tuition paid or payable under a contract. Institution must refund fees paid for course materials if not provided to the student.
● After the program start date, and after more than 30% but before 50% of instruction hours have been provided.	Institution may retain up to 50% of tuition paid or payable under contract.
● After the program start date, and after more than 50% of instruction hours have been provided.	No refund due.
Student does not attend program – “no-show” (applies to all students)	
● Student does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition paid under contract. ● Students may also incur charges to third-party accommodation providers (residences, hotels, homestays). St Giles will pass on any direct costs incurred. ● Homestay Guardianship Fee ● Express Mail Fee
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: a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract	100% tuition and all related fees, other than application fee.

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Circumstances when Refund Payable	Amount of Refund
● Student has not requested additional Letter(s) of Acceptance.	
Student enrolled in a program without having met the admission requirements for the program	
● If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.	100% tuition and all related fees, including application fees

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).