

Refund Policy

Students eligible for a refund must submit the International Education Office Refund Request form, fully completed and signed, along with required documentation within the time period indicated below to international@burnabyschools.ca.

The following refund policy will apply to Burnaby international students enrolled in a Burnaby school:

- Full refund of tuition fee and any unused medical fee less a \$600 administrative fee if the student is denied entry to Canada for study purposes, and can demonstrate they have fulfilled all government requirements to obtain entry.
 - For students unable to enter Canada due to provincial or federal government restrictions, the Refund Request form must be submitted a minimum 15 days prior to the start date indicated on the Letter of Admission.
 - For Study Permit denials, the Refund Request form must be submitted within 15 days of the date indicated on the letter of rejection from Immigration, Refugees, and Citizenship Canada (IRCC) along with proof of having applied for their Study Permit within 21 days of being issued their Burnaby Letter of Admission, or if applicable, their Langara Homestay custodianship documentation. If these conditions are not met, or the student commences their studies without an approved Study Permit and is subsequently denied, refunds will be processed as per below.
 - Students who arrive late to Burnaby due to Study Permit delays are not eligible for a refund.
- Two-thirds (2/3) of tuition fee if the student withdraws prior to start date indicated on the Letter of Admission.
- One-half (1/2) of tuition fee if the student withdraws any time between the start date indicated on the Letter of Admission and the end of the first calendar month of the program.
- No refund if the student withdraws more than one month after the start date indicated on the Letter of Admission.
- No refund if the student breaches the Laws of Canada, District rules, standards and instructions, and/or the terms set out in the International Student Program Participation Agreement or Code of Conduct.
- Application fee is non-refundable.
- Students who change immigration status will not be eligible for a refund other than as stated above.