

## Refund Policy

In the event that an applicant does not come to Canada or decides to leave the Burnaby School District for personal reasons, a portion of the paid tuition fee will be refunded.

The following refund policy will apply to international students:

- Full refund less \$600 administrative fees, if the student's first Study Permit is not approved by Citizenship & Immigration Canada (students must include the letter of rejection from the Canadian Embassy).
- Two-thirds (2/3) of tuition fee if the student withdraws prior to the commencement of the program.
- One-half (1/2) of tuition fee if the student withdraws any time between commencement and the end of the first calendar month of the program.
- No refund if the student withdraws after the first calendar month of the program.
- No refund if (a) the student is found to be in violation of the district's code of conduct, (b) the district was not informed of any special learning needs prior to the student's acceptance to the program or (c) a parent of an elementary student is not residing with their child.
- Refund can only be issued to the student's parents.

**IMPORTANT EXCEPTION:** Students enrolled for more than six months are expected to hold a Study Permit upon their arrival. If we discover after they have commenced their studies that they do not hold a valid Study Permit, they will be refunded as per the policy noted above.

Students who become Landed Immigrants after tuition fees are paid will not be eligible for refunds other than as stated in the above refund policy.

**Students are not eligible for a refund unless they have fully completed, signed and submitted our Refund Request form and all other required documents for processing within the time period indicated above. Fees will not be deferred to future intakes.**

**A Refund Request Form must be included and emailed to:**

**International Education Program**

**Burnaby School District**

**5325 Kincaid Street**

**Burnaby, BC V5G 1W2**

**Email: [international@burnabyschools.ca](mailto:international@burnabyschools.ca)**