

BURNABY SCHOOL DISTRICT INTERNATIONAL STUDENT PROGRAM REFUND POLICY

The following explains our procedures for refunding fees when a student enrolls in our International Student Program and later seeks to withdraw or has been dismissed from the program. These procedures may change from time to time, and any amendments will be effective when posted.

The withdrawal of a student from the International Student Program will cause the School District to incur loss, including loss of income and the costs and expenses associated with the student’s placement and intended provision of the International Student Program. The School District reserves the right to limit the refunded fees to offset its own losses and expenditures arising from a student’s withdrawal from the International Student Program, while taking into consideration extraordinary circumstances. Generally, the reduction in fees will be as stated below.

Students eligible for a refund must submit the Refund Request form, fully completed and signed, along with required documentation within the time period indicated below to internationalrefund@burnabyschools.ca. The application fee and renewal fee are non-refundable in any circumstances. The program start date is as stated on the Letter of Admission.

| REASON FOR REFUND REQUEST | REQUIRED DOCUMENTS | NOTIFICATION PERIOD & CONDITIONS | ELIGIBLE REFUND |
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| Visa/Study Permit refusal by IRCC | <ol style="list-style-type: none"> 1. Refund Request Form 2. Formal Letter of Refusal from IRCC 3. Copy of Study Permit/Entry Visa application 4. Parent’s passport page | <ul style="list-style-type: none"> • Documents numbered 1-4 on the left must be submitted within fourteen (14) days of the date on the Letter of Refusal. • Confirmation of Study Permit/Entry Visa application submitted to IRCC (a) within sixty (60) days of being issued the Burnaby Letter of Admission, OR (b) a minimum of four (4) months prior to the program start date. <p>Applicants not meeting the above; or denied a Study Permit and then reapplied and denied again; started their program prior to approval and then denied, will be eligible for a reduced refund as noted below.</p> | Full refund of tuition fees less a \$600 CDN administrative fee |
| New Students (students who have not participated in the International Student Program) | <ol style="list-style-type: none"> 1. Refund Request Form 2. Parent’s passport page | Submitted more than seven (7) months prior to the program start date | 80% of tuition fees |
| | As above | Submitted less than seven (7) months but more than one (1) month prior to the program start date | 70% of tuition fees |
| | As above | Submitted within one (1) month of the program start date and before the end of the first calendar month of the program | 50% of tuition fees |
| | N/A | After the end of the first calendar month of the program | No refund |

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| Continuing Students (students who have participated in the International Student Program) | 1. Refund Request Form 2. Withdrawal Form 3. Parent's passport page | Submitted more than three (3) months prior to the start of the program | 65% of tuition fees |
| | As Above | Submitted less than three (3) months prior to the start of the program | 50% of tuition fees |
| | N/A | After the start of the program | No refund |

1. If the School District has collected any amounts from students that have been paid or are payable to third parties (e.g. medical insurance, assessments, fees, taxes), then any available refunds will depend on the policies of the third party and whether payment of the monies is forgiven or refundable by the third party.
2. No refund of tuition fees will be provided if:
 - a. the time period as stated above for submitting all required forms and documentation has elapsed.
 - b. the student is dismissed from the International Student Program due to a breach of the law, policy, or regulation as determined by the Government of Canada, the Police, the School District, and International Education Office, including conditions outlined in the International Student Program Participation Agreement.
 - c. the student is removed from the International Student Program because information provided in their application for enrollment is determined by the School District to be false or misleading, including undisclosed illness, medical or mental health conditions or undisclosed educational needs.
 - d. it is discovered that a student is living on their own or an elementary student in kindergarten to grade five is not living with their parent and in grade six is not living with a parent or blood relative.
3. Students who are delayed in commencing their program in Canada will not be eligible for a refund other than as stated above.

Deferrals

As the School District allows students to begin their program after the start date, I acknowledge that the School District does not allow for deferrals of enrolment, and thus fees to a future intake cannot be deferred, unless the International Education Office deems that there are extraordinary circumstances warranting a deferral and suitable evidence is provided. The denial of a student's Study Permit or Entry Visa by Immigration Refugees and Citizenship Canada is not considered extraordinary unless due to exceptional circumstances. Deferral requests will need to be submitted to the International Education Office prior to the start of the student's program along with any supporting documentation requested by the School District. Deferrals that are approved will be subject to a \$600 administration fee and any conditions set out in the Deferral approval letter.