

ADMISSION OF INTERNATIONAL STUDENTS TUITION FEE REFUND

1. These refund guidelines apply to all refunds, in all situations, for students in the International Education Program, whether initiated by the family, agency, or school division. To be considered for a refund, students must submit written notice of withdrawal to the River East Transcona School Division International Education Program. Please note:
 - (a) Verbal notices will not be considered.
 - (b) Notices of dismissal from the International Education Program will be in written form. These refund guidelines include tuition and homestay fees.

2. Refund Policy

When a student enrolls in the International Education Program and later seeks to withdraw, if there is any conflict between this policy and the terms of the International Student Legal Agreement with the River East Transcona School Division, the terms of the International Student Legal Agreement will govern.

3. Making a Request for Refund

Refund requests must be made in writing and addressed to the Director, International Education Program. Refund requests must include any relevant documentation supporting the basis for the request. Additional documentation may be required to assess the request.

4. Non-Refundable Program Fees

Administrative program fees are not refundable (e.g., the application fee).

The medical insurance fee is non-refundable.

River East Transcona School Division reserves the right to refuse any request for a refund, regardless of the reason for the request.

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5. Refunds shall not be issued with respect to students who:

- (a) are suspended or expelled from the International Educational Program or required to withdraw due to their own inappropriate behaviour, such as where the student fails to comply with River East Transcona School Division's Code of Conduct or any applicable laws or the rules, policies, or procedures of River East Transcona School Division or its homestay program; or
- (b) are removed from the Program because information provided in their application for enrolment is determined by River East Transcona School Division to be false or misleading, including undisclosed illness, medical conditions, or undisclosed educational needs; or
- (c) have declared their primary purpose as a "student" in the International Education Program through application, acceptance, and issuance of a Letter of Acceptance (LoA) but later wish to change to a resident; or
- (d) have their Study Permit revoked by Citizenship and Immigration Canada; or
- (e) decide, with or without consultation with their natural parents/guardians, to depart the program prior to their official program end date.

NOTE: Engaging in any illegal activities, that is, breaking provincial or federal laws, may result in immediate dismissal from the program.

6. Refund Considerations

River East Transcona School Division will receive and consider requests for the refund of program fees, other than Non-Refundable Program fees, where:

- (a) the student is refused a Study Permit by Immigration, Refugees, and Citizenship Canada (IRCC), and subject to the student providing satisfactory supporting documentation, such as the rejection letter from Canadian authorities. The initial Study Permit or Temporary Resident Visa refusal by IRCC will be considered for a full refund request; or
- (b) the student is unable to travel to Canada due to travel bans or restrictions imposed by a provincial or the federal government of Canada or the government of the student's country of residence; or

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- (c) River East Transcona School Division is satisfied that the student is medically unfit or unable to travel to and attend in Canada to participate in the program, provided that the student supplies, upon request, appropriate medical documentation supporting the reasons for the request, and provided the student or his/her/their parent/guardian was unaware of the medical unfitness at the time of accepting enrolment, and provided the request is received prior to the commencement of the program; or
- (d) there is a death or serious illness of the student or a member of the student's immediate family that necessitates the student returning or staying home. Proof in the form of documentation of the extenuating circumstances is required.

7. Reduced Refund Amount

If River East Transcona School Division determines that a refund is appropriate, we reserve the right to pro-rate the amount of Program Fees refunded to offset our own cost, including the loss of any staff time or resources arising from a student withdrawal.

- (a) For students who have not begun the International Education Program, a pro-rated reduction in the amount of the program fees will be refunded as follows:
 - i. 75% of the program fees will be refunded if the withdrawal is submitted more than 90 days prior to the commencement of the Education Program. The commencement of the International Education Program is considered the program start date listed on the student's Letter of Acceptance.
 - ii. 50% of the program fees will be refunded in the event the withdrawal is submitted less than 90 days but more than 30 days of the commencement of the International Education Program. The commencement of the International Education Program is considered the program start date listed on the student's Letter of Acceptance.
 - iii. 25% of the program fees will be refunded in the event the withdrawal is submitted less than 30 days but more than one day of the commencement of the International Education Program. The commencement of the International Education Program is considered the program start date listed on the student's Letter of Acceptance.

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iv. No refund will be issued for refund requests received after the commencement of the International Education Program. The commencement of the International Education Program is considered the program start date listed on the student's Letter of Acceptance.

(b) A pro-rated amount of program fees will be refunded:

i. if there is a death or serious illness of the student's immediate family or where the student has been diagnosed with a serious illness while in the program. Proof in the form of documentation of the extenuating circumstances is required.

(c) In exceptional and extenuating circumstances.

8. Homestay Fee Refund

(a) A partial or full homestay fee refund may be granted and will be reviewed on a case-by-case basis.

(b) No refunds will be granted if the student is away for travel for any period during a month. Full payment for the month is required.

Effective Date:	September 18, 2018	Review Date:
Amended Date:	December 19, 2023	
Board Motion(s):	195/18; 298/23	
Legal/Cross Reference:	Code of Conduct; International Education Program Homestay Student Guide	