

VGC Tuition Refund Policy

- The registration and Program Handling fees are **not** refundable.
- A bank transaction fee of \$45 will be deducted from all refunds sent by international wire transfer.
- The 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).

Circumstances when refund is payable	Amount of refund
Before the program start date , institution receives a notice of withdrawal (applies to all students):	
• No later than seven days after the student signed the enrolment contract, and • Before the program start date	100% tuition and all related fees, other than application fees - registration and Program Handling Fees. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
• At least 30 days before the later of: a. The program start date in the most recent Letter of Acceptance (LoA) b. The program start date in the enrolment contract	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
• More than seven days after the student and institution signed the enrolment contract, and • less than 30 days before the later of: a. The program start date in the most recent LoA b. The program start date in the enrolment contract.	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.

After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education):	
• After the program start date, and up to and including 10% of instruction hours have been provided.	Institution may retain 30% of tuition. 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 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.

Circumstances when refund is payable		Amount of refund
After the program start date, student withdraws or is dismissed (applies to all students enrolled in a program delivered solely by distance education):		
Student completed up to 30% of the program		Institution may retain 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student completed more than 30% but less than 50% of the program (based on evaluation provided to student)		Institution may retain 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no show” (applies to all students except those enrolled in a program delivered solely by distance education):		
Student does not attend the first 30% of the program.		Institution may retain 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of work permit (applies to international students requiring a work permit)		
- Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: - The program start date in the most recent LoA - The program start date in the enrolment contract - Student has not requested additional LoA(s)		100% tuition and all related fees, other than application fees - registration fee and Program Handling Fees.
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 applications fees.