

## Refund Policy

- All application fees are non-refundable, (Registration Fee, Accommodation Application Fee, Volunteer Placement Fee)
- No refunds are granted on courses of four weeks or less.

### Refund on Tuition

- In order to receive a refund, (for courses 4 weeks or longer) a signed and dated written notice of cancellation or withdrawal is required.
- The refunded amount will be based on the balance of unused fees.
- If agent commissions have been paid out, the said amount will be deduct from the refundable amount.
- Refunds are made to the person or agency that made the payment.

30 days or more before start date	Less than 30 days before start date	up to 10% of course completed	up to 30% of course completed	after 30% of course completed
80 % refund	75 % refund	70 % refund	50 % refund	No refund

### Study Permit Denied

- If Immigration Canada denies a study permit, a full refund (less registration, accommodation request, agent fees and any bank fees) will be remitted.
- Students must first provide POINT3 with a copy of the official letter of denial from Immigration Canada.

### Changes to Study Dates

- Students wishing to modify their study dates during their stay must advise the office a minimum of 7 days prior to the requested change; otherwise the time will be lost.
- Students must pay an administrative fee of \$50 at the time of the request.

### Accommodation Cancellation or Change

- Those wishing to cancel or change their place of accommodation must notify the office in writing 7 days prior in order to receive a refund. A cancellation fee of \$185 will be retained with less than 7 days notice.

### Course Levels

- When there are less than 3 students in one level, POINT3 reserves the right to reduce the number of lessons per week. POINT3 reserves the right to cancel any course due to insufficient registration.

### Language Policy

- At POINT3 all students are required to use the language being studied.
- Students are required to sign a form stating the regulation and the consequences of not adhering to the regulation.
- Students who disregard this policy are subject to remedial action by the administration of POINT3 without a possibility of a refund.