



Canadian Optic & Laser Center

Refund Policy	2012/11/06
Name of Policy	Implementation Date
Senior Educational Administrator	2012/11/06
Position(s) Responsible	Date of Last Revision

Refund in Cases of Withdrawal or Dismissal

Written Notice:

1. To initiate a refund, written notice must be provided by the student to the institution when the student withdraws deemed effective on delivery date.
2. To initiate a dismissal, written notice must be provided by the institution to the student deemed effective on delivery date.

Refund Policy for Students

Refunds before the program of study begin:

- If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
- If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
- Subject to Section 37.11.1.1, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.

Refunds after the program of study starts:

- If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
- If written notice of withdrawal is received by the institution, or a student is dismissed where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
- If a student withdraws or is dismissed where more than 30% of the period of instruction specified in the contract has elapsed, no refund is required.

Prohibitions:

- Program admission requirements for program of study cannot be waived.