



Refund, Cancellation and Withdrawal Policy

English Program Does Not Require Approval and Was Not Reviewed by PTIB

The Fees Cost More Than C\$4,000

The institution will refund 100% of the tuition and all related fees, other than application fees, if both of the following apply:

- The student does not attend the program; and
- The institution receives from the student a notice of withdrawal or a copy of refusal of a study permit no later than 30 days after the later of:
 - a) The start date of the program in the most recent Letter of Acceptance;
 - b) The start date of the program in the enrolment contract.

The refund will be paid within 30 days of the date the institution receives the notice of withdrawal or copy of study permit refusal.

The Fees Cost Less Than C\$4,000

1. If The Language Gallery Canada (TLGC) receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the General English and University Pathway Programs in which the student is enrolled if:
 - a. The institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - b. The student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - c. The student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. TLGC will refund the tuition for the General English and University Pathway Programs and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission



- requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, TLGC may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
 4. Unless the General English and University Pathway Programs are provided solely through distance education, if TLGC receives a notice of withdrawal from a student:
 - a. More than seven days after the effective contract date; and
 - i. At least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. Less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 - b. After the contract start date:
 - i. And up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract;
 - ii. And after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 5. Unless the General English and University Pathway Programs are provided solely through distance education, if TLGC provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - a. Equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - b. After 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 6. If TLGC provides the General English and University Pathway Programs solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - a. The student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - b. The student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.



7. TLGC will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - a. Of the date TLGC receives a student's notice of withdrawal,
 - b. Of the date TLGC provides a notice of dismissal to the student,
 - c. Of the date that the registrar provides notice to TLGC that the institution is not complying with section 1(c) or 2 of this policy; or
 - d. After the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to TLGC, sections 1(a), 1(b), 4, 7 and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - a. The international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,
 - b. Or the TLGC is provided solely through distance education.