



# Tuition Refund Policy– Approved Program York Community College Ltd.

YORK COMMUNITY COLLEGE LTD

Name of Institution

02056

Institution Number

October 11,2024

January 1, 2025

Tuition Refund Policy

Name of Policy

Effective Date

Revision Date

Approved Programs: CHSP and EST and Programs Not Requiring Approval

Name of Program

## Definition of Terms:

1. York Community College Ltd/ Windsong College of Healing Arts is here after referred to as “York Community College Ltd.”
  2. Certified Holistic Health& Shiatsu Practitioner Diploma and/or Esthetics and Spa Therapist Diploma are here after Referred to as the “Approved Program”.
1. If **York Community College Ltd.** 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 Approved Program with In Class, Combined Distance, Synchronous or Asynchronous Distance Delivery in which the student is enrolled if:
    - i. The institution receives a notice of withdrawal from the student no later than seven days after signing the enrolment contract and before the program Start Date - 100% of tuition and all related fees, other than application and assessment fee. Related fees include administrative fees and fees charged for textbooks or other course materials.
    - ii. More than seven days after the student, or the student’s parent or legal guardian, signs the student enrolment contract and before the program Start Date – the institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
    - iii -The institution does not provide all the hours of instruction of the work experience component within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. - 100% of tuition and all related fees, other than application and assessment fees. Related fees include administrative fees and fees charged for textbooks or other course materials.
  2. York Community College Ltd. will refund 100% for all tuition and admissions fees of the Approved Program in which the student is enrolled 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 and the registrar orders the institution to refund tuition and fees.



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3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, York Community College Ltd. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through asynchronous distance education.
4. When the Approved Program is provided with In Class, Combined Distance, or Synchronous Distance Delivery , if York Community College Ltd. delivers a notice of dismissal or receives a notice of withdrawal from student after the contract start date
  - i. No later than seven days after the program start date, the institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
  - ii. and up to or less than 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 10% of the tuition paid or payable under the student enrolment contract.
  - iii. 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 30% of the tuition paid or payable under the student enrolment contract.
  - iv. and after 30% but before 50% 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 paid or payable under the student enrolment contract.
  - v. And after 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition paid or payable under the student enrolment contract and no refunds are due.
5. When the Approved Program is provided solely through Asynchronous Distance Education, if York Community College delivers a notice of dismissal or receives a notice of withdrawal from student after the contract start date and
  - i. no later than seven days after the Start Date, the institution may retain up to 10% of tuition to a maximum of \$1,000 paid or payable under the student contract
  - ii. up to before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 10% of the tuition paid or payable under the student enrolment contract.
  - iii. 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.
  - iv. After 30% but less than 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 50% of the tuition



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- paid or payable under the student enrolment contract.
- v. And after 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition paid or payable under the student enrolment contract and no refunds are due.
6. If York Community College Ltd. Receives a refusal of study permit for International Students requiring a permit in In Class, Combined Delivery, or Synchronous Delivery
- 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 Letter of Acceptance
    - The program start date in the enrolment contract100% tuition and all related fees, other than application fee will be refunded
  - Student has not requested additional Letter(s) of Acceptance. - 100% tuition and all related fees, other than application fee will be refunded.
7. If an International Student Fails to attend the first 30% of the Approved Program in In Class, Combined Delivery, and Synchronous Distance Delivery after the Start Date and a valid Student Study Visa has been issued and used York Community College Ltd. may retain up to 50% of the tuition paid or due under the student enrolment contract.
8. York Community College Ltd. 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 notice of dismissal to the student under the required refunds policy #9.
9. 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:
- Of the date York Community College Ltd. Receives a student's notice of Withdrawal,
  - Of the date York Community College Ltd. Provides a notice of dismissal to the student,
  - Of the date that the refusal of study permit notice is received by the institution
  - Of the date that the registrar provides notice to York Community College Ltd. that the institution is not complying with section 1, 2,3, 4, 5, or 7 of this policy resulting from a dispute with the institution and the student or
  - After the first 30% of the hours of instruction if section 3 or 7 of this policy applies.
10. If an international student delivers a copy of a refusal of a study permit to York Community College Ltd., sections 1 (i), 1(ii), 7, and 9 of this policy apply as if the copy of the refusal was a notice of withdrawal, unless:
- The international student requests an additional letter of acceptance for the same



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- program that was the subject of the refusal of a study permit,
- ii. Or the Approved Program is provided solely through distance education.
11. York Community College Ltd. provides an application without enrolment process to student acceptance at the institution and does not require fees other than the application fee and required assessment fee to be paid for Approved Programs prior to the enrolment Contract which is issued and signed within 7 days of the start date of the program. As such Section 1 (i) and (ii) apply only if the student has signed the enrolment contract prior to the Seven Days or is an international student who requires enrolment for the valid study permit process. Required assessment fee are non-refundable and based on the student meeting admissions requirements prior to being admitted for enrolment.
12. Courses and programs not requiring approval will be refunded as follows:
- i. The institution receives a notice of withdrawal from the student no later than seven days after signing the enrolment contract and Fourteen Days before the program Start Date - 100% of tuition and all related fees, other than application and assessment fee. Related fees include administrative fees and fees charged for textbooks or other course materials.
  - ii. More than seven days after the student, or the student's parent or legal guardian, signs the student enrolment contract and less than Seven Days before the program Start Date – the institution may retain up to 50% of tuition, to a maximum of \$500 paid or payable under a contract.
  - iii. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, York Community College Ltd. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through asynchronous distance education.
  - iv. If the institution delivers a notice of dismissal or receives a notice of withdrawal from student after the Program Start Date no refunds are due.
13. There are no refunds on Course Packs, textbooks, and materials delivered to and used by students.