

Tuition Refund Policy – Approved Program

HEALTHCARE ASSISTANT, Addictions Community Support Worker
Diploma, Business Administration, Office Administration
Diploma, Social Service Support Worker Diploma

WESTMINSTER COLLEGE

03498

Name of Westminster College

Westminster College
Number

Tuition Refund Policy

2024-07-02

2021.06.18

Name of Policy

Effective Date

Revision Date

HEALTHCARE ASSISTANT, Addictions Community Support Worker Diploma, Business Administration,
Office Administration Diploma, Social Service Support Worker Diploma

Name of Program

Circumstances when Refund Payable	Amount of Refund
Before program start date , Westminster College receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% tuition and all related fees , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> • At least 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Westminster College may retain up to 10% of tuition, to a maximum of \$1,000. Westminster College must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • More than seven days after the student and Westminster College signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Westminster College may retain up to 20% of tuition, to a maximum of \$1,300. Westminster College must refund fees paid for course materials if not provided to the student.
After program start date , Westminster College 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)	

Tuition Refund Policy – Approved Program

HEALTHCARE ASSISTANT, Addictions Community Support Worker
Diploma, Business Administration, Office Administration
Diploma, Social Service Support Worker Diploma

Circumstances when Refund Payable	Amount of Refund
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	<p>Westminster College may retain up to 30% of tuition.</p> <p>Westminster College must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	<p>Westminster College may retain up to 50% of tuition.</p> <p>Westminster College must refund fees paid for course materials if not provided to the student.</p>
<p>Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	<p>Westminster College may retain up to 50% of the tuition.</p> <p>Westminster College must refund fees paid for course materials if not provided to the student.</p>
<p>Westminster College receives a refusal of study permit (applies to international students requiring a study permit):</p>	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	<p>100% tuition and all related fees, other than application fee.</p>
<p>After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	<p>Westminster College may retain up to 30% of the tuition.</p> <p>Westminster College must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	<p>Westminster College may retain up to 50% of the tuition.</p>

Tuition Refund Policy – Approved Program

HEALTHCARE ASSISTANT, Addictions Community Support Worker
Diploma, Business Administration, Office Administration
Diploma, Social Service Support Worker Diploma

	Westminster College must refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the Westminster College to refund tuition and fees. 	100% tuition and all related fees, including application fees
Circumstances when Refund Payable	Amount of Refund
Westminster College does not provide a work experience	
<ul style="list-style-type: none"> The Westminster College fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the Westminster College was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Westminster College 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).