

## Tuition Refund Policy – Programs not requiring approval

St Giles International

03979

Name of Institution

Institution Number

January 1, 2025

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**Tuition Refund Policy – programs not requiring approval**

Name of Policy

Effective Date

Revision Date

**English Language Studies**

Name of Program

Circumstances when Refund Payable	Amount of Refund
<b>Before program start date, institution receives a notice of withdrawal (applies to all students)</b>	
<ul style="list-style-type: none"> <li>● More than 21 days before scheduled arrival date</li> </ul>	<p>Balance will be refunded less the following fees:</p> <ul style="list-style-type: none"> <li>● Registration Fee</li> <li>● Accommodation Placement Fee</li> <li>● Homestay Guardianship Fee</li> </ul>
<ul style="list-style-type: none"> <li>● Less than 21 days before the scheduled arrival date</li> </ul>	<p>Balance will be refunded less the following fees:</p> <ul style="list-style-type: none"> <li>● Registration Fee</li> <li>● Accommodation Placement Fee</li> <li>● Accommodation Deposit</li> </ul> <p>Students may also incur charges to third-party accommodation providers (residences, hotels, homestays). St Giles will pass on and direct costs incurred.</p> <ul style="list-style-type: none"> <li>● Homestay Guardianship Fee</li> </ul>

<b>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students)</b>	
<ul style="list-style-type: none"> <li>● After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	<p>Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.</p>

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<ul style="list-style-type: none"> <li>● After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.</li> </ul>	<p>Institution may retain up to 50% of tuition. Institution 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)</p>	
<ul style="list-style-type: none"> <li>● Student does not attend the first 30% of the program.</li> </ul>	<p>Balance will be refunded less the following fees:</p> <ul style="list-style-type: none"> <li>● Registration Fee</li> <li>● Accommodation Placement Fee</li> <li>● Accommodation Deposit</li> </ul> <p>Students may also incur charges to third-party accommodation providers (residences, hotels, homestays). St Giles will pass on and direct costs incurred.</p> <ul style="list-style-type: none"> <li>● Homestay Guardianship Fee</li> </ul>
<p>Student enrolled in a program without having met the admission requirements for the program</p>	
<ul style="list-style-type: none"> <li>● If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.</li> </ul>	<p>100% tuition and all related fees, including application fees</p>

Institution 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).