

Tuition & Boarding Fee Refund Policy

Fees must be paid in FULL before any official Registration, Custodianship or Immigration documents will be issued for international students.

On occasion, some students do not complete their full academic year for various reasons. However, as commitments for maintenance and staff salaries are made on an annual basis, the withdrawal of a student does not reduce operating expenses. The Tuition and Boarding Refund Plan is included in all students' boarding and tuition fees and, in instances of student withdrawal, is a welcomed protection for families and the school.

Refund Policy

- Students who withdraw from Brookes Westshore 31 days or more before the Academic Program start date* receive a full refund of fees paid, less the enrolment/re-enrolment deposit.
- Students who withdraw from Brookes Westshore 30 days or less before the Academic Program start date* receive a 50% refund of fees.
- Students who withdraw from Brookes Westshore within 90 days after the Academic Program start date* receive a 25% refund of fees.
- No refunds will be issued for students who withdraw from Brookes Westshore 90 days or more after the Academic Program start date*.
- Temporary non-medical absences, suspensions, or expulsions for any reason are not subject to refunds.
- The \$2500 new student registration fee is not included in any fee refunds.
- No refunds will be issued for any missed days of school due to delays in obtaining a Canadian Student Authorization

Note: In the event the school must close, full refunds will be issued.

**Academic Program start date as noted on the Offer of Admission letter.*

For newly enrolling international students who require a study permit, the following policy also applies to provide additional protection. Occasionally, a student's application to obtain their Canadian Student Authorization (study permit) is denied. In these cases, the student must submit to Brookes Westshore official proof of this denial from Citizenship and Immigration Canada (CIC). Upon receipt of this document, Brookes Westshore will evaluate the official reason given and determine whether a refund of all tuition fees (including the registration fee) will be provided, less the \$250 application fee.

Yes, I understand and accept the terms of the Tuition Refund Policy.

Signature of Parent/Guardian

Print Name

Date