

The withdrawal of a student at any time after enrolment or re-enrolment reduces the school's revenue, but not its' operating costs. It may also affect decisions and commitments regarding staffing and class configurations that have already been made. Therefore, once a student is enrolled or re-enrolled at Brookes the parents/guardians are expected to make a financial commitment for the full year. In situations where the student must withdraw the following refund policy is in effect:

1. Students who withdraw from Brookes Westshore 31 days or more before the Academic programme start date/first day of classes*, receive a full refund of fees paid, less the enrolment/re-enrolment deposit.
2. Students who withdraw from Brookes Westshore 30 days or less, before the Academic programme start date/first day of classes*, receive 50% refund of fees.
3. Students who withdraw from Brookes Westshore within 60 days after the Academic programme start date/first day of classes*, receive a 25% refund of fees.
4. No refunds will be issued for students who withdraw from Brookes Westshore 60 days or more after the Academic programme start date/first day of classes*.
5. Temporary non-medical absences, suspensions, or expulsions for any reason are not subject to refunds.
6. The new student registration fee and deposit (\$10,000) is not refunded unless the study permit/visa is denied.
7. No refunds will be issued for any missed days of school due to delays in obtaining a study permit or visa.
8. A dated official letter of withdrawal must be received to start the refund process.
9. All refunds are processed in the third term and refund amounts less fees paid to the education agent (if an agent was indicated on the application form) The agent is responsible for refunding the referral fee they receive.

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

For newly enrolled 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.