

Brookes Westshore Fees & Refund Policy

Fees must be settled in full before registration unless the family has confirmed a split or deferred installment plan 60 days before the Academic Program start date*. Immigration documents will only be issued upon receipt of full fees or the initial installment fee. Fees are subject to the refund policy unless the student authorization and/or visa is denied. In such cases, the student must furnish official proof of denial from Citizenship and Immigration Canada (CIC), and upon verification, Brookes Westshore will assess eligibility for a refund of all tuition fees, excluding the \$250 application fee.

Once a student is enrolled or re-enrolled at Brookes, parents/guardians are obligated to financially commit to paying the full annual tuition and boarding fees as outlined in the fee schedules and enrollment contract specified in the Offer of Admissions Letter. The following refund policy is applicable upon withdrawal:

1. Students withdrawing 60 days before the Academic program start date/first day of classes* receive a full refund of fees paid, less the enrollment/re-enrollment deposit (\$10,000).
2. Students withdrawing 30 days before the Academic program start date/first day of classes* receive a 50% refund of fees.
3. Students withdrawing within 30 days of/from the Academic Program start date* receive a 25% refund.
4. No refunds are issued for students withdrawing after 31 days from the Academic Program start date*.
5. Temporary non-medical absences, suspensions, or expulsions are not subject to refunds.
6. The new student registration fee (\$2,500) and deposit (\$10,000) are non-refundable unless the study permit/visa is denied.
7. No refunds are issued for missed school days due to delays in obtaining a study permit or visa.
8. A dated official letter of withdrawal sent to admissions@westshore.brookes.org is required to initiate the refund process.

* Academic Program start date as specified on the Offer of Admissions Letter.