

## Tuition Refund Policy

*The Refund Policy may be amended by SIE from time to time in its sole discretion and any amendments are incorporated hereto.*

**All requests for refunds must be done by completing our [REFUND REQUEST FORM](#) with relevant supporting documentation attached to the request.**

### **CHANGES IN LEGAL STATUS (less a \$2,000 administration fee)**

*Legal status changes include:*

- Students who become Canadian permanent residents
- Parental receipt of a work permit or a full-time study permit (not a language program)

- If a change in legal status has occurred prior to or on September 30<sup>th</sup>, a full refund of tuition will be provided (less a \$2,000 administration fee). **Proof of a change in legal status must be presented on or before September 30<sup>th</sup> of the school year for which the refund is being requested.**
- If a change in legal status has occurred prior to or on February 28<sup>th</sup>, a full refund of Semester 2 fees will be provided (less a \$2,000 administration fee). **Proof of a change in legal status must be presented on or before February 28<sup>th</sup> of the school year for which the refund is being requested.**
- If a change in legal status has occurred after September 30<sup>th</sup>, no refund will be issued. **Proof of a legal status change must be presented (ensures student becomes non-tuition paying in Saskatoon Public Schools).**
- If a change in legal status has occurred after February 28<sup>th</sup>, no refund will be issued. **Proof of a legal status change must be presented (ensures student becomes non-tuition paying in Saskatoon Public Schools).**

### **WITHDRAWAL & CANCELLATION**

- Students who are not granted a study permit/visa by Immigration, Refugees and Citizenship Canada (IRCC) before the program begins will receive a full refund of tuition fees (less a \$500 administrative fee). **IRCC documentation must be provided with the refund request.**
- Students who choose to cancel participation in SIE prior to the start of a semester will receive a full refund of tuition paid (less a \$2,000 administration fee). **Written notice**

**must be provided before September 1<sup>st</sup> (Semester 1) or February 1<sup>st</sup> (Semester 2) of the given school year.**

- Students who choose to withdraw from SIE after the school year has begun and within 30 days of the first day of classes will receive a 50% refund of tuition paid.
- **NO REFUND** will be issued to students who choose to withdraw from SIE after 30 days from the first day of classes in each semester.

### **PARTIAL REFUND (pro-rated)**

*Pro-rated refunds may be granted at the discretion of Saskatoon International Education if one of the following conditions apply:*

- There is a death or serious illness of an immediate family member that requires the student to return home. Proof in the form of documentation is required.
- The student experiences a serious illness that requires a return home. Proof in the form of documentation is required.
- The study permit is not renewed by Immigration, Refugees and Citizenship Canada (IRCC) during the school year.
- Another exceptional or extenuating circumstance deemed applicable by the Director of Saskatoon International Education.

### **DISMISSAL**

**NO REFUND** will be granted to students who are dismissed from the program due to a breach of the law, policy or regulations as determined by the Government of Canada, the Government of Saskatchewan, and/or Saskatoon Public Schools.

### **ADDITIONAL TERMS & CONDITIONS**

In addition, Saskatoon International Education is not liable for losses/ expenses that may incur as a result of the school division being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control.

### **INSURANCE**

Refunds on insurance will be determined on a case-by-case basis.

- I have read and understood the Saskatoon International Education Tuition Refund Policy.

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Parent Signature

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Date