



Tuition Refund Policy - WBCPC

Western British Columbia Polytechnic College

Name of Institution

03792

Institution Number

Tuition Refund Policy

Name of Policy

September 1, 2022

Effective Date

August 24, 2023

Revision Date

This policy governs "Student Tuition Refund" respecting Western British Columbia Polytechnic College (WBCPC) and any aspect of its operations.

Students may withdraw from their programs. A written request of withdrawal is required to be sent to the Student Service Center. And the college will send back a written notice within 7 days once the request is received.

Refunds are only calculated based on the contract after tuition from the student is received by WBCPC.

The tuition is paid term by term, so the refunds are also calculated term by term, and tuition and related fees for past terms are not eligible for refund.

Non-refundable fees may not be calculated for refunds, such as registration fees, application fees, assessment fees and so on, depending on the circumstances.

Circumstances when Refund Payable	Amount of Refund
Before program start date, institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none">No later than seven days after student signed the enrolment contract, andBefore the program start date.	100% tuition and all related fees , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none">At least 30 days before the later of:<ul style="list-style-type: none">a) The program start date in the most recent Letter of Acceptance (international students)b) The program start date in the enrolment contract.	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.



Circumstances when Refund Payable	Amount of Refund
<ul style="list-style-type: none">More than seven days after the student and institution signed the enrolment contract, andLess than 30 days before the later of:<ul style="list-style-type: none">a) The program start date in the most recent Letter of Acceptance (international students)b) The program start date in the enrolment contract.	<p>Institution may retain up to 20% of tuition, to a maximum of \$1,300.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none">After the program start date, and up to and including 10% of instruction hours have been provided.	<p>Institution may retain up to 30% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none">After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.	<p>Institution may retain up to 50% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none">Student does not attend the first 30% of the program.	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none">Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:<ul style="list-style-type: none">a) The program start date in the most recent Letter of Acceptanceb) The program start date in the enrolment contractStudent has not requested additional Letter(s) of Acceptance.	<p>100% tuition and all related fees, other than application fee.</p>
After the program start date , student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none">Student completed up to 30% of the program.	<p>Institution may retain up to 30% of the tuition.</p>



Circumstances when Refund Payable	Amount of Refund
	Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> 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. 	100% tuition and all related fees, including application fees
Circumstances when Refund Payable	Amount of Refund
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

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).