

PROGRAM DISMISSAL OR WITHDRAWAL

The Boucher Institute has adopted the PTIB refund policy to ensure adherence to industry standards in terms of both fairness to students and fiscal responsibility to the Institute. The effective contract date for a student enrolment contract is the later of:

- the date the student signed
- the date the institution signed

In all cases, where the institute has received a student loan disbursement for the most recent contract, any refunds will first be sent to National Student Loans toward the student's debt.

Tuition refunds will be provided within 30 days of notification. Costs for books, equipment or other third party materials are not covered by this policy.

TUITION (AND FEES WHERE APPLICABLE) WILL BE REFUNDED WHEN	ENTITLEMENT
<i>An enrolled student, who:</i>	
<ul style="list-style-type: none"> • Has not met the admission requirements, and • Has not misrepresented the student's knowledge or skills when applying. 	100% tuition & fee refund paid to student or person who paid on student's behalf
<ul style="list-style-type: none"> • Does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition
<i>Boucher Institute receives a written notice of withdrawal from a student, or an international student delivers a refusal of study permit:</i>	
<ul style="list-style-type: none"> • No later than 7 days after the signed contract date, and • Before the program start date. 	100% tuition refund paid to student or person who paid on student's behalf
<ul style="list-style-type: none"> • Between the date the contract was signed and the start date of the program, where that period is less than 7 days 	100% tuition refund paid to student or person who paid on student's behalf
<ul style="list-style-type: none"> • More than 7 days after the signed contract date, and at least 30 days before the program start date 	Boucher will retain up to 10% of tuition, to a maximum of \$1,000
<ul style="list-style-type: none"> • More than 7 days after the signed contract date, and • less than 30 days before the program start date 	Boucher will retain up to 20% of tuition, to a maximum of \$1,300

<ul style="list-style-type: none"> • After the program starts, but before 11% of contracted instruction hours have been provided 	Boucher will retain up to 30% of tuition
<ul style="list-style-type: none"> • After the program starts, and between 11% and 30% of contracted instruction hours have been provided 	Boucher will retain up to 50% of tuition
<i>The Boucher institute delivers a notice of dismissal, or a required to withdraw letter to the student:</i>	
<ul style="list-style-type: none"> • Before 11% of the contracted instruction hours have been provided 	Boucher will retain up to 30% of tuition
<ul style="list-style-type: none"> • After 10% but before 30% of the instruction hours have been provided 	Boucher will retain up to 50% of tuition

See Withdrawal Policy in the Student Handbook.

COURSE REFUNDS

Course Drop

- 1) A student who drops a course as per the course drop procedure will be:
 - a. Credited to the current or next tuition payment, where tuition is outstanding
 - b. Refunded tuition only but not fees
 - i. when a drop happens in the last term of a contract, or
 - ii. if the student's account is at a 0 balance

Course Withdrawal

- 1) A student who withdraws from a course will not receive a tuition refund
 - a. Unless there are extenuating circumstances (medical withdrawal), and
 - b. Will be determined by the Registrar

See Modified Enrolment procedure, and Dropping or Withdrawing a course in the Student Handbook.