



## TUITION REFUND POLICY

### Students will be granted a tuition refund or transfer under the following circumstances:

1. The student's study permit is not approved by *Citizenship and Immigration Canada*, providing the original rejection letter from *Citizenship and Immigration Canada*.
2. The student graduates from St. John's Academy with a British Columbia Certificate of Graduation (Dogwood Diploma) showing St. John's Academy as his/her home school and the full tuition was not required to complete the program. A partial refund of unspent or uncommitted fees will be considered.
3. The student has enrolled and remitted fees but fails to meet SJA admission standards and did not misrepresent his or her knowledge or skills when applying for admission.
4. If the school closes but online learning takes place, no tuition refund will be provided. However partial credit will be provided for transportation and boarding fees.
5. In case of school closure and no online learning takes place, a full refund of tuition, boarding and transportation fees will be provided

### Students will NOT be granted a refund under the following circumstances:

1. The student receives his/her study permit using a *Letter of Acceptance* or *Registration Confirmation Letter* issued by St. John's Academy.
2. The student is expelled from St. John's Academy.
3. The student transfers to another school.
4. The student leaves St. John's Academy without written notification.
5. The student has a previously known learning disability or Special Education Need that was not disclosed to the school prior to enrollment, that the school has no program to accommodate for and that the school determines exists within 90 days of the student's tenure at the school.
6. The student receives their study permit but then transfers to another school.

\*All inactive student files will be closed after 6 months without contact from student or guardian. Tuition will not be held in this case.

If one of the tuition refund circumstances is met, the student may request for a refund by providing any required documents and submitting a completed Refund Request Form in order to process the refund. All applications fees (including Custodian Application Fee and Homestay Application Fee) are non-refundable including \$300 administration fee. The normal processing time for tuition refunds is 4 weeks.

While studying at St. John's Academy all students must take the required 4 courses per quarter. All refunds will be given back in the same manner received: ie same bank account.

*St. John's Academy is bonded by the Ministry of Education.*