



### **International Student School Fees Refund Policy**

A full tuition/homestay fee refund, less an administration fee of CAD \$500.00, will be granted for two reasons ONLY. Firstly, a refund will be offered if *Citizenship and Immigration Canada* does not issue a Study Permit. Secondly, if there is death in the student's immediate family, a refund will be offered.

To obtain a tuition/homestay refund, the student must either provide a copy of the "Letter of Rejection" from *Citizenship and Immigration Canada* and a written refund request from the student's parents including name(s), home address, signature(s), and full name of the student withdrawing. In the case of a family death, the student must provide proof of the family member's passing as well as a written refund request from the student's parents with a signature including name, address, and full name of the student withdrawing.

There will be no refund of the tuition/homestay fee in the following circumstances:

1. If the student chooses to withdraw for any reasons other than the Study Permit being denied by *Citizenship and Immigration Canada* or there is a death of an immediate family member.
2. If the student is found in violation of school regulations and asked to withdraw from FCA.

Tuition/homestay fees are to be paid in full as soon as the student has received the FCA "Letter of Acceptance" for visa processing. In some cases, FCA will allow for families to pay by semester. In these isolated situations and when the "Letter of Acceptance" visa document stipulates that the length of study is one full year (two semesters), the same refund policy applies. That is, the student is required to pay for both semesters and remain a student at FCA for the course of study indicated in the "Letter of Acceptance". Again, the only two exceptions are noted above.

Failure to meet financial obligations will result in possible legal action, holding of the student's FCA transcript and notification of this breach to *Citizenship and Immigration Canada*.