

NOTE: THESE REFUND GUIDELINES ARE ALSO USED TO DETERMINE THE FEES ASSOCIATED WITH THE PARTICULAR STATUS OF A STUDENT.

To be considered for a refund, international students must submit written notice of withdrawal to the Director of the Louis Riel School Division International Student Program. Verbal notices will not be considered. Notices of dismissal from the Program will be in written form. This Refund Policy includes all Tuition and Homestay Fees. Only unused fees are eligible for refund, and these are granted on a case-by-case basis.

The Application Fee is non-refundable.

Medical Insurance is non-refundable after the start of the program.

HOMESTAY FEE REFUND

- a. In the event that the student leaves a Homestay in mid-month, whether initiated by the student or the Division, the student will be required to pay the fee for the current month plus the following month.
- b. A partial refund will be granted when the move is initiated by the International Student Program and the homestay fee for the month was paid in full. The partial refund will be pro-rated on the number of days the student was at the homestay during the month in question. The refund will be processed once the homestay family has acknowledged that all outstanding debts have been reimbursed.
- c. No refunds will be granted if the student is away for travel for any period of time during a month. Full payment for the month is required.

TUITION FEE REFUND

1. A full refund of the tuition fee (less any fee paid to an agent and/or \$200 processing fee) will be granted if one of the following conditions applies:
 - a. The student is denied a Study Permit by Citizenship and Immigration Canada. Proof in the form of the rejection letter from Canadian authorities is required.
 - b. The student and/or parent states, in writing to the Director of the Program, his/her intent not to participate in the Program. This notification must be received 30 days before the beginning of the Program.
 - c. There is a serious illness of the student, or a death or serious illness of a member of the student's immediate family that necessitates the student remaining in his or her home country during the academic year of the Program. Proof in the form of documentation of the extenuating circumstance is required.
 - d. The student and/or his/her parent(s)/legal guardians(s) become a Permanent Resident or Refugee prior to September 30 of the academic year and the student is attending a school in the Louis Riel School Division on September 30 of that year.
 - e. The student's parent(s)/legal guardian(s) secures a Work Permit that is valid on or before September 30 of the academic year and the student is attending a school in the Louis Riel School Division on September 30 of that year. Complete documentation must be submitted no later than September 30 of the academic year.
 - f. The student's parent(s)/legal guardian(s) secures a Study Permit that is valid on or before September 30 of the academic year for a degree/diploma program at a recognized post-secondary institution. The parent/legal guardian must be in attendance at the institute a minimum of 50% of the time and the student must be attending a school in the Louis Riel School Division on September 30 of that year.

2. A partial refund of the tuition fee (pro-rated and less any fee paid to an agent and/or \$200 processing fee) will be granted if one of the following conditions applies:
 - a. There is a death or serious illness of the student, or a member of the student's immediate family that necessitates the student returning home. Proof in the form of documentation of the extenuating circumstances is required.
 - b. The student and/or parent states, in writing to the Director of the Program his/her intent not to participate in the program. The deadline for receiving this notification is October 1 for students enrolled in a full year program (September to June) and in a Semester 1 program (September to January), and March 1 for students enrolled in a Semester 2 program (February to June). For students beginning a program in mid-semester and/or students in a short-term program (less than one semester), written notification must be received 30 days prior to the beginning of their program.
 - c. The student and/or his/her parent(s)/legal guardian(s) becomes a Permanent Resident or Refugee after September 30 of the academic year. **

**** IT IS UNDERSTOOD THAT REFUNDS ARE ONLY ISSUED ONCE THE STUDENT HAS SATISFIED THE CRITERIA OF BEING A FUNDABLE STUDENT BY THE PROVINCE OF MANITOBA.**

3. No refund of the tuition fee will be given if any one of the following conditions applies:
 - a. The student withdraws after the deadlines listed in 2(b) have passed.
 - b. The biological parent(s) resides outside of the Province of Manitoba regardless of their citizenship and/or whether court appointed guardianship has been obtained for the student by a resident of Manitoba.
 - c. The student is removed from the program because of:
 - A violation of the Louis Riel School Division's Code of Conduct.
 - A serious breach of the homestay guidelines set out in the "Homestay Program Guidelines for International Students."
 - Abusive behaviour toward other students, staff or homestay family.
 - Not maintaining the required course load at school and/or not maintaining good academic standing and regular class attendance.
 - d. The student is dismissed from the program because of:
 - Engaging in illegal activities.
 - Engaging in non-accidental destruction of school or other property.
 - Using and/or trafficking of illegal drugs.
 - Using alcohol excessively and/or under the age of 18.
 - e. The study permit is revoked by Citizenship and Immigration Canada for just cause.
 - f. The student and/or his/her parent(s)/legal guardian(s) becomes a Permanent Resident or Refugee prior to September 30 of the academic year and chooses to leave the Louis Riel School Division to attend a school in another division prior to September 30.
 - g. The student's parent(s)/legal guardian(s) secures a Study Permit or Work Permit that is valid on September 30 of the academic year and chooses to leave the Louis Riel School Division to attend a school in another division prior to September 30.

NOTE: The student will be entitled to "due process" and each step will be documented and copied to the student and to his or her parent/legal guardian for the above-listed violations. Engaging in any illegal activities, that is, breaking the laws of Canada, may result in immediate dismissal from the program.