

# Pacific Link College Tuition and Refund Policy

Name of Policy: Tuition and Refund Policy  
Implementation Date: March 1, 2017  
Position(s) Responsible: Student Advisor, Program Head  
Date of Last Revision: September 1, 2021

## Policy:

Pacific Link College is committed to enrolling students who meet program admission criteria and who are likely to succeed in achieving their education and career goals.

Tuition must be paid in full before the program starts. Late registration penalty: \$200.

For all Visa Refusal cases, there will be deductions of up to CAD \$1000 application fee plus CAD \$50 bank service charge.

## For tuition refund:

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition and all related fees other than application fees that was paid in relation to the program in which the student is enrolled if:
  - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the program start date;
  - b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the program start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the program start date; or
  - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - a. more than seven days after the effective contract date and
    - i. at least 30 days before the later of: program start date in contract or the program start date in the most recent letter of acceptance (International students), the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the later of: program start date in contract or the program start date in the most recent letter of acceptance (International students), the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.

- b. after the program start date
    - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after more than 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
    - iii. and after 30% of the hours of instruction to be provided during the contract term, no refund is required.
- 5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - a. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
  - c. and after 30% of the hours of instruction to be provided during the contract term, no refund is required.
- 6. if the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - a. the student has completed and received an evaluation of his or her performance for at least 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
- 8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a. of the date the institution receives a student's notice of withdrawal,
  - b. of the date the institution provides a notice of dismissal to the student,
  - c. of the date that the registrar provides a notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - d. after the first 30% of the hours of instruction if section 3 of this policy applies.
- 9. If an international student delivers a copy of a refusal of a study permit to the institution before 30% of instruction hours would have been provided, had the student started the program on the later of the following:
  - a) The program start date in the most recent letter of acceptance
  - b) The program start date in the enrollment contract.
 sections 1(a), 1(b), 7 and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - b. the program is provided solely through distance education.
- 10. If you are taking an individual course (or courses), Intensive/Online Academic Preparation courses, payment must be in full (before starting your studies) and the tuition and all related fees are non-refundable.
- 11. Administration fees and assessment fees are non-refundable after 7 days of signing the student

enrolment contract.

12. Application fees of \$1000 is Non- Refundable
13. Institutions may charge a fee for one or more additional letters of acceptance if the fee(s) charged for all additional letters of acceptance do not, in total, exceed \$250.

Procedure:

Student may apply to the Advisor for tuition refund, with all necessary documents. The College will examine the case of the documents and will get back to the student within 5 business days.

For tuition refund disputes, contact the Private Training Institutes Branch  
([www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca))