



## Tuition Refund Policy

### *Schedule "A" - Tuition Refund Policy, Private Career Colleges Regulation Act*

1. Pursuant to Section 11 of the regulations, the operator of a Private Career College may charge a student registration fee for each program in an amount not to exceed 5% of the tuition or \$100.00, whichever is the lesser amount.
2. Pursuant to Section 11 of the regulations, the student registration fee paid by a student or a third party sponsor shall be credited to the tuition fee for the program.
3. Where a student gives a Private Career College notice prior to the commencement date of a program of the student's intention not to commence the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except the student registration fee referred to in Section 1.
4. Where a student gives a Private Career College notice after the commencement of a program, but within the first 20 school days, of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except
  - (a) the student registration fee referred to in Section 1; and
  - (b) the proportion of the tuition installments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid installments.

Clause 4 (b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

5. Where a student gives a Private Career College notice after the first 20 school days have been completed of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except
  - (a) the student registration fee referred to in Section 1; and
  - (b) the proportion of the tuition installments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid installments; and

Clause 5 (b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

- (c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).
6. Despite Section 5 where a student completes  $\frac{2}{3}$  or more of a program in accordance with the terms of a student contract, the operator of the Private Career College is not required to refund any fee or part thereof.
7. Where an operator of a Private Career College provides material to a student for a program and the Private Career College receives a notice under Sections 3, 4 or 5, or the operator dismisses a student, the operator of the Private Career College may charge the student for the material and deduct it from the amount of any refund otherwise payable in an amount not exceeding the cost to the Private Career College of the material, except where the student returns all of the material to the Private Career College unopened or as issued.
8. Where an operator of a Private Career College dismisses a student and the operator satisfies the Minister that the dismissal is for just cause, the operator of the Private Career College may retain a portion of the fees calculated in the following manner:
  - (a) the student registration fee referred to in Section 1;
  - (b) the proportion of the tuition installments paid that the part of the program taken to the date of dismissal bears to the part of the program that is covered by the paid installments; and

Clause 8 (b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

- (c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).
9. All refunds are to be made 30 days after receiving notice in writing from the student or dismissal.
10. Pursuant to Section 45 of the regulations, notice shall be in writing and by
  - (a) mail, postage prepaid; or
  - (b) courier or other means of hand delivery.