



**RICHMOND**  
INTERNATIONAL EDUCATION

ENRICHING GLOBAL MINDS

## **ACKNOWLEDGEMENT OF SUMMER REFUND POLICY**

### **SUMMER REFUND POLICY**

#### Terms and Conditions

- No refunds will be issued within 14 calendar days of the program start date for any reason.
- Agents, parents, responsible adults, and students are responsible for obtaining all required travel, entry, and study documents.
- Delays in receiving travel or entry documents, including visas or study permits, do not constitute grounds for a refund. Applicants are strongly encouraged to apply early.

#### Program Withdrawal

- Requests for withdrawal and/or refund must be submitted in writing to the Richmond International Education (RIE) Office at least 14 calendar days prior to the program start date. This applies to situations where a student is unable to participate in the program for reasons other than visa refusal. Not receiving a visa in time is not considered a visa refusal.
- All refund requests are subject to review and approval by RIE.
- If approved, 70% of tuition fees will be refunded.
- Homestay fees, if applicable, are refundable less a \$250 non-refundable placement fee and a \$100 non-refundable custodianship fee.

#### Visa Refusal

- Requests must be submitted at least 14 days prior to the program start date.
- All refund requests are subject to review and approval by RIE.
- If approved, a full refund minus a \$500 administration fee will be issued.
- Homestay fees, if applicable, are refundable less a \$250 non-refundable placement fee and a \$100 non-refundable custodianship fee.
- An official refusal letter from Immigration, Refugees and Citizenship Canada (IRCC) must be submitted to RIE at least 14 days prior to the program start date.

All withdrawals and refund requests are processed at the sole discretion of the RIE office based on program terms and conditions.

It is a fundamental condition of the Board of Education of School District No. 38 (Richmond) agreement to provide your education, and the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide a program due to labor disputes or other causes beyond its control. Fees will only be refunded if the education program in which you are enrolled cannot be delivered.

<b>Acknowledgement of Parent(s) / Legal Guardian(s)</b>			
By signing, I/We have read, understood, agreed, and acknowledged the above Summer Refund Policy.			
Student Name:			
Parent/Legal Guardian 1	Name:	Signature:	Date:
Parent/Legal Guardian 2	Name:	Signature:	Date: