



## Short-Term School Experience Program's Refund Policy

### Program Withdrawal:

Requests for refund must be received in writing by the Richmond International Education (RIE) Office 14 calendar days prior to the program start date. Upon approval, 80% of the fee will be refunded. No refund will be issued within 14 calendar days of a program starts. Please return the original Letter of Acceptance together with your written refund request for processing.

### Visa Rejection:

If the student's visa application is rejected, the full tuition fee will be refunded less CDN \$200 administration fee. An official copy of the rejection letter from the Canadian Embassy must be received by our Office for processing at least 7 calendar days prior to the program's start date. Within 7 calendar days of program starts, any refund request of the program fee will be at the sole discretion of our administrator.

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.