

ADMISSION OF INTERNATIONAL STUDENTS

Tuition Fee Refund

Note: This Refund Policy is also used to determine the fees associated with the particular status of a student.

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1. A complete refund of the tuition fee (less any fee paid to an agent) 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 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 as stated in their Letter of Acceptance.
 - (c) The student and/or his/her parent(s)/legal guardians(s) becomes a Permanent Resident or Refugee prior to September 30 of the academic year and the student is attending a school in the Pembina Trails School Division on September 30 of that year.*
 - (d) The student's parent(s)/legal guardian(s) secures a Work Permit that is valid on September 30 of the academic year and the student is attending a school in the Pembina Trails School Division on September 30 of that year.*
 - (e) The student's parent(s)/legal guardian(s) secures a Study Permit that is valid on September 30 of the academic year for an academic program at a Government of Canada Designated Learning institute (DLI). The parent/legal guardian must be in attendance at the institute a

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minimum of 50% of the time and the student must be attending a school in the Pembina Trails 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) 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 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 1(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 Pembina Trails School Division's Standard of Behaviour.
 - A breach of the homestay guidelines set out in the "Pembina Trails International Student Program Homestay Student Guide".For example:
 - o Engaging in illegal activities.
 - o Using alcohol or illegal drugs.
 - o Holding a paying job.
 - o Driving a motor vehicle.
 - o Unauthorized travel outside of Winnipeg.
 - o Not maintaining a full course load at school.

The student will be entitled to "Due Process" and each step will be documented and copied to the student and to their parent/legal guardian.

- (d) The Study Permit is revoked by Citizenship and Immigration Canada for just cause.

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- (e) 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 Pembina Trails School Division to attend a school in another division prior to September 30.
- (f) 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 Pembina Trails School Division to attend a school in another division prior to September 30.

Homestay Fee Refund

1. In the event that the student leaves the Homestay Program in mid-month the student will forfeit the Homestay fee for that month and the following month.
2. Homestay fees will not be pro-rated for the time a student is away should the student choose and be granted permission to travel. Full payment for the month is required.

The Application Fee and Medical Insurance Fee are non-refundable.

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