

#109357

JFABB
IHBHE**INTERNATIONAL STUDENT PROGRAM REFUNDS**

To be considered for a refund, international students must submit written notice of withdrawal to the Director of the St. James-Assiniboia School Division International Student Program. Verbal notices will not be considered. Notices of dismissal from the Program will be in written form. This Refund Policy includes all Tuition and Homestay Fees. Only unused fees are eligible for refund, and these are granted on a case-by-case basis.

1. A complete refund of the tuition fee (less any fee paid to the student's representative) will be granted if:
 - The student is denied a Study Permit by Citizenship and Immigration Canada. Proof in the form of the rejection by Canadian authorities is required.
 - The student states, in writing to the Director of the Program, their intent not to participate in the Program. This notification must be received 30 days before the beginning of the Program.
 - There is a serious illness of the student, or a death or serious illness of a member of the student's immediate family that necessitates the student remaining in his or her home country during the academic year of the Program. Proof in the form of documentation of the extenuating circumstance is required.
 - The student's parent/legal guardian secures a Work Permit for a specific job, prior to September 30 and the student is attending a school in St. James-Assiniboia School Division on September 30 of that year.
 - The student's parent/legal guardian or the student becomes a Permanent Resident or obtains Refugee status, prior to September 30 and the student is attending a school in St. James-Assiniboia School Division on September 30 of that year.
 - The student's parent/legal guardian secures a Study Permit for a degree-granting academic program at a publicly-funded university/college/post-secondary institution, prior to September 30 of the academic year. The parent/legal guardian must be in attendance at school a minimum of 50% of the time and the student must be attending a school in the St. James-Assiniboia School Division on September 30 of that year.

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Refunds will be issued only after the student has satisfied the criteria of being a fundable student in the Province of Manitoba.

2. A partial refund of the tuition fee (pro-rated and less any fee paid to an educational representative) will be granted if one of the following applies:

- 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 circumstance is required.
- The student's parent/legal guardian or the student becomes a Permanent Resident, or obtains Refugee status, after September 30 of the school year.
- The student states, in writing to the Director of the Program, their intent not to participate in the Program. The deadline for receiving this notification is September 30 for Semester 1 and Full Year students, and February 28 for Semester 2 students.

3. No refund of the tuition fee will be given if any one of the following conditions applies:

- The student withdraws or is dismissed after the deadlines listed in (1) have passed.
- If a student is dismissed from the Program because of (but not exclusively for the following reasons):
 - A serious violation of the St. James-Assiniboia School Division's Code of Behaviour.
 - A serious breach of the Homestay guidelines set out in the "Student's Homestay Guide".
 - Abusive behaviour toward students, staff, or others.
 - Holding a paying job.
 - Driving without a driver's license.
 - Unauthorized travel outside of Winnipeg.
 - Violating school rules (chronic absenteeism, misbehavior, fighting, not completing homework assignments, etc.)
 - Not obeying the laws of Canada, including national, provincial and local laws (engaging in any illegal activities).
 - Using and/or trafficking of illegal drugs.
 - Using alcohol.
 - Cancellation of the Study Permit by Citizenship and Immigration Canada for just cause

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the student will be entitled to “Due Process”. Each step for the above-listed violations will be documented and copied to the student and to their parent/legal guardian or representative.

Engaging in any illegal activities, that is, breaking the laws of Canada may result in immediate dismissal from the Program. The reason for dismissal will be documented and copied to the student and to their parent/legal guardian or representative for the above-listed violations.

Homestay Fees

Fees paid for Homestay on a monthly basis are not eligible for refund, except in the event that a change of Homestay is initiated by the International Student Program Director, in which case a partial refund may be granted provided the Homestay parents have been reimbursed for all outstanding fees/debts.

If a student chooses and is granted permission to travel, the Homestay fees will not be pro-rated for the time the student is away. Full payment for the month is required.

Non-Refundable Fees

- a) The \$200.00 Application Fee is non-refundable.
- b) Medical Insurance Fees are non-refundable.

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