

REFUND POLICY

For Niagara Catholic District School Board:

1. If you are accepted by the Niagara Catholic District School Board, but do not attend due to a Canadian visa application refusal, your full tuition fee **minus the Annual Application Fee (AAF) and a \$300.00 administration fee** will be refunded to the same account of the paying individual/agency
2. If you attend school for one semester, but transfer out of Niagara Catholic DSB before the start of the second semester, a refund may be issued for the semester not attended, **minus the Annual Application Fee (AAF) and a \$300.00 administration fee.**
3. Refunds **MUST** be requested in writing and normally take four to six weeks to process. Refund cheques are payable to the individual or organization from whom the fees were received (a Refund Request Form must be submitted to the International Office)
4. Tuition will not be refunded in the situations set out below:
 - If withdrawal is received at any other point during the program
 - If NCDSB discovers that any information in the student's application for admission is untrue
 - If students are unable to perform or are not performing to a reasonable academic standard
 - Student dismissal from the program due to violation of government law or NCDSB policy
 - School closure periods out of school board's control, e.g. labour dispute, inclement weather, etc.
 - If there is a change in the student's or the student's parent/guardian's Canadian status after the start of the school year

Note: the AAF is non-refundable in any circumstance

All Tuition refund requests must be made in writing and supporting documentation sent to international@ncdsb.com

We have read, understand and agree to the above refund policy.

Signature of Student:

Date:

Signature of Parent/Guardian:

Date:

Signature of Agent:

Date:

(The "program" is defined as the dates specified on the official Letter of Acceptance and the defined "program" can be within the same school year or over a split/two different school years)