

PARKLAND COLLEGE	CATEGORY B	PROGRAMS
REFUND POLICY SKILLS TRAINING PROGRAMS	POLICY #: OPR B-04.1	APPROVED: FEBRUARY 5, 2013 REVIEWED:

Students who notify the College **in writing** of their withdrawal, or are discontinued by the College, may be entitled to a refund of tuition only. Refunds are not provided for materials and/or textbooks.

Where the accrediting institution has a Refund Policy, their policy will take precedence over the policy below. Please refer to the accrediting institutions website for details on the refund policy.

- 1) Accepted and/or conditionally accepted students who withdraw 30 calendar days or more prior to the start date of their program session are entitled to a refund of paid tuition. An administrative withdrawal fee of \$105.00 will be withheld.
- 2) Accepted and/or conditionally accepted students who withdraw within the 29 days prior to the start date of their program session but on or before the fourth (4<sup>th</sup>) scheduled day of their program session are entitled to a full refund of their paid tuition (less the tuition deposit of \$500.00).
- 3) Certificate and diploma students who withdraw or are discontinued after the fourth (4<sup>th</sup>) scheduled day of a semester, program (if not semestered) are subject to the following refund regulations:

The following apply after the fourth (4<sup>th</sup>) day of the program:

Programs organized by semester:

On or before mid-point of first (1 <sup>st</sup> ) semester	50% of first (1 <sup>st</sup> ) semester, full refund of second (2 <sup>nd</sup> ) semester
After mid-point of first (1 <sup>st</sup> ) semester	Full refund of second (2 <sup>nd</sup> ) semester
On or before mid-point of second (2 <sup>nd</sup> ) semester	50% of second (2 <sup>nd</sup> ) semester
After mid-point of second (2 <sup>nd</sup> ) semester	No refund

Applied Certificate programs:

On or before the mid-point	50% refund
After mid-point of the program	No refund

Non-semestered programs:

On or before the first (1 <sup>st</sup> ) quarter of the program	75% refund
Between first (1 <sup>st</sup> ) quarter and the mid-point of the program	50% refund
After mid-point of the program	No refund

All application fees paid are NON-REFUNDABLE.

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<b>REFUND POLICY ONLINE GRADE 12</b>	<b>POLICY #: OPR B-04.3</b>	<b>APPROVED: JANUARY 25, 2013 REVIEWED:</b>

**DISCONTINUATION AND REFUND GUIDELINES**

**FOR STUDENTS REGISTERED WITH A POST-SECONDARY INSTITUTION OR SCHOOL DIVISION**

Requests to discontinue a course or to refund a course must be received in writing. Students attending a school or registered with a school or school division must provide written notice from the principal or a designate. For students under the age of 18 who are not registered with a school or school division written notice must be provided by a parent/guardian. Course material must be returned in good condition before a refund will be issued. If the course material is not returned in good condition, the replacement cost of the material will be deducted from the refund.

Refunds will be based on the date of receipt of the letter or email and/or accompanying course materials.

Refunds will be assessed on the following basis:

- Within 30 days from the date of registration where NO assignments have been submitted for correction and the course textbooks are returned in good condition, Parkland College will refund the tuition fees less the \$200.00 registration fee. No refund will be issued until the material has been returned in good condition.
- No refund of any fees or charges will be made after 30 days from the date of registration.
- A cheque for a refund will be issued by Parkland College.

**FOR STUDENTS WHO ARE ADULT LEARNERS NOT REGISTERED WITH A POST-SECONDARY INSTITUTION OR SCHOOL DIVISION:**

Requests to discontinue a course must be received in writing. The \$200.00 registration fee is non-refundable.

**FEE EXPIRY DATES:**

Registration fees expire one year from the date of registration. If the student has not completed his/her course after one year, the student must re-register and pay a new registration fee.

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<b>REFUND POLICY FIRE FIGHTER AND CID/COMPUTER</b>	<b>POLICY #: OPR B-04.2</b>	<b>APPROVED: MARCH 17, 2008 REVIEWED: JULY 12, 2012</b>

### **Fire Fighter Program Courses Refund Policy**

Refunds are calculated on the basis of the official date of withdrawal. Refunds will be considered only when proper withdrawal procedures through the Office of the Registrar have been completed.

- The program application fee of \$150.00 and the deposit fee of \$1,500.00 are non-refundable.
- If a student withdraws prior to the program commencement, the student will receive a full refund of fees paid less the deposit.
- If a student withdraws within the first five (5) days of classes, the student is eligible for a 50% refund, less the deposit. No refund thereafter.
- Fees will be fully refunded if a program is cancelled by Parkland College.
- For part-time calendar courses, students have up until two Friday's prior to the course starts to cancel. Students cancelling two Friday's prior to the start date will receive a full refund less a \$150.00 cancellation fee. If they cancel after the course starts or if they are a no show, they are not entitled to any type of refund.

Parkland College follows the credit granting institute's refund policy – subject to change.

### **CID/Computer Classes Refund Policy**

Full payment must be received five (5) days prior to start date.

#### Cancellation:

If training is cancelled by Parkland Regional College, full fees will be refunded. We reserve the right to cancel any classes subject to minimum enrolment. Every effort will be made to notify the participant in the event of cancellation.

#### Refund:

Participants must withdraw from a course five (5) working days prior to the start date for a full refund. No refunds will be given if participants withdraw less than five (5) working days prior to the start date.