



## REFUND POLICY

### GENERAL

1. Any refund request must be submitted through the **REFUND REQUEST FORM**.
2. Any necessary supporting documents must be attached to process the request, such as an original **STUDY PERMIT REJECTION LETTER** from **CITIZENSHIP & IMMIGRATION CANADA (CIC)**.
3. It takes at least ten business days to complete the process of any refund.
4. No exception will apply to the policy outlined below to adjust the amount of refund.

### TUITION

1. **FULL REMAINING REFUND** if;
  - a. A Study Permit Application is rejected by Citizenship & Immigration Canada (CIC).  
**Please Note for 2019/2020 School Year:** In the unlikely event that Franklin School should fail to obtain or maintain certification in the first year, a full refund will be issued.
2. **50% REMAINING FEE REFUND** if;
  - a. A student decides to withdraw from the course/program **before** the **FIRST DAY OF SCHOOL** according to the **SCHOOL CALENDAR**.
3. **30% PRE-PAID FEE REFUND** if;
  - a. A student decides to withdraw from the course/program before **ADD/DROP DEADLINE** from the first day of school.
4. **NO REFUND – NO TRANSFER** if;
  - a. A student withdraws after the **ADD/DROP PERIOD** of the first semester of registration at the school.
  - b. A student is expelled from the school by violating the Code of Conduct or other school policies and instructions.
  - c. A student receives a **LETTER OF ACCEPTANCE** issued by the school.
  - d. A student received a transferred tuition fee from another student; the transferred amount is neither refundable nor transferable.

### NON-REFUNDABLE

1. **APPLICATION FEE.**
2. **WIRE TRANSFER FEE.**
3. **NON-SCHOOL FEES.**



# FRANKLIN SCHOOL

Education is the Key to Unlocking the Golden Door to Opportunities.

+1 (604) 876-8812  
info@franklinschool.ca

530 Hornby Street - 2nd Floor,  
Vancouver, B.C., Canada V6C 2E7

## REFUND POLICY

### TEXTBOOK DEPOSIT

#### 1. REFUND ISSUE METHOD & DATE

- a. A textbook deposit refund will be issued by cheque for pick-up at the end of each semester.

#### 2. DEDUCTION – DAMAGE, LOSS, & LATE RETURN

- a. All handed out textbooks must be returned with no damage or loss to be eligible for a refund.
- b. Deductions for any damage or loss are \$50.00 per soft copy and \$200.00 per hard copy.
- c. If any textbook is not returned within one week from the last day of the semester, \$100.00 will be deducted, and an additional \$100.00 will be deducted per semester.

### EXPIRATION OF REMAINING BALANCE

1. The remaining balance of any fees or deposit paid will expire and be no longer eligible for a refund if a student does not return to the school within one year following the last semester of enrolment.

### IMPORTANT NOTE

By affixing your signature below, you acknowledge receiving and complying with the Students' **Code of Conduct**, and understand that Franklin School is committed to meeting the privacy standards established by British Columbia's **Personal Information Protection Act (PIPA)** and any other applicable legislation.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
PARENT'S/GUARDIAN'S SIGNATURE