



InFocus Film School
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Refund Policy

The following refund policy is in accordance with the By-Laws of the Private Career Training Institutions Agency "PCTIA".

To be considered for a refund, you must submit a written notice of withdrawal to InFocus Film School by mail, fax, email, or hand delivery to an InFocus Administrator. Non-attendance does not constitute notice of withdrawal.

Refunds are calculated only on the Tuition Fee and are based on days of education provided excluding weekends and holidays.

1) Refunds before the program of study starts:

a) If written notice of withdrawal is received by InFocus Film School within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.

b) If written notice of withdrawal is received by InFocus Film School 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$350.

c) If written notice of withdrawal is received by InFocus Film School less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$700.

2) Refunds after the program of study starts:

a) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.

b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.

c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund will be issued.

3) Student Authorization Related Withdrawals (International Students):

(Note: an international student is a person who is not a Canadian Citizen or landed immigrant or has been determined under the Immigration Act to be a Convention Refugee).

InFocus Film School will retain 10% of the Tuition Fee due under the contract or \$400 - whichever is lesser - from international students who apply for and:

- (a) are denied authorization from Citizenship and Immigration, or;
- (b) do not receive authorization prior to the start of program study, provided that
 - (i) the student notifies InFocus Film School of the circumstances before the first day the program is scheduled to begin, and;
 - (ii) the student, within a reasonable time, provides documentation of the circumstances.
- (c) If you withdraw or are dismissed after 30% or more of the Program's duration, no refund will be issued.

4) Other Refund Policies

Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee