

TUITION REFUND POLICY

1. Refunds before the start of the program of study

- a) If written notice of withdrawal is received by InFocus Film School within 7 days of the enrollment contract being entered, and before the commencement of the period of instruction specified in the enrolment contract, InFocus Film School will refund all tuition fees to the student.
- b) If written notice of withdrawal is received by InFocus Film School more than 7 days after the enrollment contract was entered, and 30 days or more before the commencement of the period of instruction specified in the contract, InFocus Film School may retain 10% of the total tuition due to a maximum of \$1000.
- c) If written notice of withdrawal is received by InFocus Film School more than 7 days after the enrollment contract was entered, and less than 30 days before the commencement of the period of instruction specified in the contract, InFocus Film School may retain 20% of the total tuition due to a maximum of \$1300

2. Refunds after the start of the program of study

- a) If written notice of withdrawal is received by InFocus Film School or a student is dismissed before 10% of the period of instruction specified in the enrollment contract has elapsed, InFocus Film School will retain 30% of the total tuition due under the contract.
- b) If written notice of withdrawal is received by InFocus Film School or a student is dismissed after 10% and before 30% of the period of instruction specified in the enrollment contract has elapsed, InFocus Film School will retain 50% of the total tuition due under the contract.
- c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the enrollment contract has elapsed, no refund will be issued.

3. Textbook and Material Fee Refunds

If a student has paid textbook fees or material fees to InFocus Film School, but has not received the applicable textbooks or program materials before the date the student submits notice of withdrawal or is dismissed from study, those fees will be refunded to the student.

If notice of withdrawal is received by InFocus Film School or a student is dismissed after any program materials have been made available to students, the material fee will not be refunded.

4. Student Authorization Related Withdrawals

If an international student is refused a study permit from Citizenship and Immigration Canada and delivers a copy of the refusal of a study permit to the institution, sections 1, 2, and 3 of this policy apply as if the copy of the refusal were a notice of withdrawal. This will be true unless the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit.

5. Other Refunds

- a) Where a student did not meet the institutional and/or program specific requirements for admission through no misrepresentation or fault of their own, InFocus Film School will refund all tuition and other fees paid.



- b) If a student fails to attend any of the first 30% of the hours of instruction specified in the student enrolment contract, the student will be dismissed from study and the institution will retain 50% of the tuition paid under the contract.

6. Notice of Withdrawal

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

7. Calculation of Hours

Refunds are calculated based on hours of instruction elapsed up to the time the notice of withdrawal is received by InFocus Film School. Unless otherwise stated, refunds apply only to the tuition. All other fees are non-refundable.

8. Issuance of Refunds

Refunds under this policy will be issued within 30 days of the date the student withdraws or is dismissed from study at InFocus Film School. Refunds will be disbursed directly to the persons or organizations (e.g. Student Aid BC) that originally paid the tuition or fees.

