

TUITION REFUND POLICY

Updated August 21, 2023

If a student withdraws, is dismissed, or is otherwise unable to attend their program, this policy lays out the circumstances in which a refund will be due to the student. Students will not be eligible for a refund in all circumstances, and, in the most common cases, only the tuition is refundable.

Refund calculations apply only to the tuition. Once due, all other fees will not be prorated and unless otherwise stated are non-refundable.

Notice of Withdrawal

1. If a student wishes to cease study at InFocus Film School, to be considered for a refund, they must submit a written notice of withdrawal to InFocus Film School by mail, email, or hand delivery. Non-attendance alone does not constitute withdrawal.

Calculation of Hours

2. If a student withdraws, refunds will be calculated based on the hours of instruction elapsed in the student's program of study up to the date the notice of withdrawal is received by InFocus Film School.
3. If the student is dismissed from study, refunds will be calculated based on the hours of instruction elapsed in the student's program of study up to the date specified on the student's letter of dismissal.

Scholarships and bursaries

4. Any scholarships, bursaries, or other discounts that may have been awarded to a student are considered void and forfeit if a student withdraws or is dismissed from their program of study, and will not be taken into account when determining tuition owed or due to be refunded.

5. Withdrawals before a program's start date

If InFocus Film School receives a notice of withdrawal before the start date of the student's program of study, the following table shall be used to determine the student's refund. This applies to all programs, regardless of the method of delivery.

<i>When the notice of withdrawal is received</i>	<i>Amount of refund</i>
a. 7 or fewer days after the student signs their enrollment contract; and, Before the program start date.	100% of tuition and all program fees other than the application fee, including: <ul style="list-style-type: none"> ● Administrative fees ● Material and textbook fees ● Assessment fees The application fee is non-refundable and shall be retained by InFocus Film School.

<p>b. More than 7 days after the enrollment contract is signed; and,</p> <p>30 or more days before the program start date, determined by the later of:</p> <ul style="list-style-type: none"> i. The program start date in the enrollment contract, or ii. For international students, the program start in the most recent Letter of Acceptance delivered to the student. 	<p>InFocus Film School is owed and will retain 10% of the tuition due in the enrollment contract up to a maximum of \$1000.</p> <p>InFocus Film School will refund the balance of any tuition paid, plus program fees including:</p> <ul style="list-style-type: none"> ● Administrative fees ● Material and textbook fees ● Assessment fees <p>The application fee is non-refundable and shall be retained by InFocus Film School.</p>
<p>c. More than 7 days after the enrollment contract is signed; and,</p> <p>Fewer than 30 days before the program start date, determined by the later of:</p> <ul style="list-style-type: none"> i. The program start date in the enrollment contract, or ii. For international students, the program start in the most recent Letter of Acceptance delivered to the student. 	<p>InFocus Film School is owed and will retain 20% of the tuition due in the enrollment contract up to a maximum of \$1300.</p> <p>InFocus Film School will refund the balance of any tuition paid, plus program fees including:</p> <ul style="list-style-type: none"> ● Administrative fees ● Material and textbook fees ● Assessment fees <p>The application fee is non-refundable and shall be retained by InFocus Film School.</p>

<p>6. Withdrawals after a program’s start date (In-class and combined delivery) For programs delivered in-class or through combined delivery, if InFocus Film School receives a notice of withdrawal or a student is dismissed after the program start date, the following table shall be used to determine the student’s refund.</p>	
<i>Amount of program elapsed</i>	<i>Amount of refund</i>
<p>a. After the program’s start date; and,</p> <p>10% or less of the instruction hours specified in the enrollment contract have been delivered.</p>	<p>The student will owe to InFocus Film School 30% of the tuition due in the enrollment contract, and InFocus Film School will refund any tuition paid in excess of this amount.</p> <p>If no program materials have been made available to students, the Material Fee will be refunded to the student. If program materials were made available, the Material Fee will be retained by InFocus Film School.</p> <p>All other fees are non-refundable.</p>
<p>b. More than 10% of the instruction hours specified in the enrollment contract have been delivered; and,</p>	<p>The student will owe to InFocus Film School 50% of the tuition due in the enrollment contract, and InFocus Film School will refund any tuition paid in</p>

<p>Less than 30% of the instruction hours specified in the enrollment contract have been delivered.</p>	<p>excess of this amount.</p> <p>If no program materials have been made available to students, the Material Fee will be refunded to the student. If program materials were made available, the Material Fee will be retained by InFocus Film School.</p> <p>All other fees are non-refundable.</p>
<p>c. More than 30% of the instruction hours specified in the enrollment contract have been delivered.</p>	<p>InFocus Film School is owed and will retain the total tuition due in the enrollment contract. No tuition will be refunded.</p> <p>If no program materials have been made available to students, the Material Fee will be refunded to the student. If program materials were made available, the Material Fee will be retained by InFocus Film School.</p> <p>All other fees are non-refundable.</p>

<p>7. Withdrawals after a program's start date (distance delivery) For programs delivered entirely through distance education, if InFocus Film School receives a notice of withdrawal or a student is dismissed after the program start date, the following table shall be used to determine the student's refund.</p>	
<p><i>Amount of program elapsed</i></p>	<p><i>Amount of refund</i></p>
<p>a. After the program's start date; and, 30% or less of the program has been completed at the time of the student's most recent evaluation.</p>	<p>The student will owe to InFocus Film School 30% of the tuition due in the enrollment contract, and InFocus Film School will refund any tuition paid in excess of this amount.</p> <p>If no program materials have been made available to students, the Material Fee will be refunded to the student. If program materials were made available, the Material Fee will be retained by InFocus Film School.</p> <p>All other fees are non-refundable.</p>
<p>b. More than 30% of the program has been completed; and, Less than 50% of the program has been completed at the time of the student's most recent evaluation.</p>	<p>The student will owe to InFocus Film School 50% of the tuition due in the enrollment contract, and InFocus Film School will refund any tuition paid in excess of this amount.</p> <p>If no program materials have been made available to students, the Material Fee will be refunded to the student. If program materials were made</p>

	<p>available, the Material Fee will be retained by InFocus Film School.</p> <p>All other fees are non-refundable.</p>
<p>c. More than 50% of the program has been completed.</p>	<p>InFocus Film School is owed and will retain the total tuition due in the enrollment contract. No tuition will be refunded.</p> <p>If no program materials have been made available to students, the Material Fee will be refunded to the student. If program materials were made available, the Material Fee will be retained by InFocus Film School.</p> <p>All other fees are non-refundable.</p>

<p>8. Refusal of study permit If an international student requires a study permit, but receives a letter of denial and provides that letter to InFocus Film School, the following table shall be used to determine the student's refund, unless the student has requested an additional letter of acceptance for a later start date.</p>	
<i>Date refusal letter is received by InFocus</i>	<i>Amount of refund</i>
<p>a. Less than 30% of the instruction hours would have been delivered, had the student started the program, determined by the later of:</p> <ul style="list-style-type: none"> i. The program start date in the enrollment contract, or ii. The program start date in the most recent Letter of Acceptance delivered to the student. 	<p>100% of tuition and all program fees other than the application fee, including:</p> <ul style="list-style-type: none"> • Administrative fees • Material and textbook fees • Assessment fees <p>The application fee is non-refundable and shall be retained by InFocus Film School.</p>

<p>9. Other Refunds The following table shall be used to determine if a student is owed a refund based on any other circumstances.</p>	
<i>Circumstance where refund is due</i>	<i>Amount of refund</i>
<p>a. An enrolled student does not attend any of the first 30% of instruction hours delivered in the program; and,</p> <p>The program is being delivered either in-class or through combined delivery.</p>	<p>The student will owe to InFocus Film School 50% of the tuition due in the enrollment contract, and InFocus Film School will refund any tuition paid in excess of this amount.</p> <p>If no program materials have been made available</p>

	<p>to students, the Material Fee will be refunded to the student. If program materials were made available, the Material Fee will be retained by InFocus Film School.</p> <p>All other fees are non-refundable.</p>
<p>b. An enrolled student does not meet admissions requirements; and,</p> <p>Was accepted without misleading the institution or misrepresenting their knowledge, skills, or other requirements for admission to the program.</p>	<p>InFocus will refund 100% of all tuition and other fees paid, including the application fee.</p>
<p>c. The student was enrolled in a work experience program, however no work experience was provided to the student; and,</p> <p>InFocus Film School was not prevented from providing work experience due to circumstances beyond its control, as determined by the Registrar.</p>	<p>InFocus will refund 100% of all tuition and other fees paid, except for the application fee.</p> <p>The application fee is non-refundable and shall be retained by InFocus Film School.</p>

Damage and Key Deposits

10. If a student has paid a key deposit, that deposit will be refunded to the student once the keys have been returned to InFocus Film School.
11. If a student has paid an equipment damage deposit, the damage deposit will be refunded to the student once they have completed or are otherwise no longer enrolled in the program, unless any of the following is true:
 - a. The student has not signed-in all equipment they have borrowed from InFocus Film School; or,
 - b. The student has damaged InFocus Film School's equipment or allowed InFocus Film School's equipment to become damaged while it was under the student's care, and has not made approved arrangements for its repair or replacement.

Issuance of Refunds

12. Refunds due under this policy will be issued within 30 days of receiving a notice of withdrawal, receiving a copy of refusal of a study permit, or delivering a notice of dismissal to a student, as applicable.