

Tuition Refund

Courses

12 Week Course Status	Admin Fee
Withdrawal (written notice) 7 or more days before start of course	5%
Withdrawal (written notice) less than 7 days before start of course	10%
Withdrawal (written notice) after first class	15%
Withdrawal (written notice) after second class	20%
Withdrawal (written notice) after third class	50%
No refund after fourth class	

6 Week Course Status - Due to the shorter nature of the six-week courses the refund policy is as follows:	Admin Fee
Withdrawal (written notice) 7 or more days before start of course	5%
Withdrawal (written notice) less than 7 days before start of course	10%
Withdrawal (written notice) after first class	20%
Withdrawal (written notice) after second class	50%
No refund after third class	

Workshops

Workshop Status	Admin Fee
Withdrawal 7 days (written notice) before start of workshop	10%
Withdrawal less than 7 days (written notice) before start of workshop	15%
Withdrawal less than 48 hours before start of workshop	35%
No refund if withdrawal is less than 12 hours before start of workshop	

Cancelled Courses:

Students will receive a full refund of tuition and any applicable material or model fees in the event that a course or workshop is cancelled by the Vancouver Island School of Art.

Private Training Institutions Branch (PTIB) Approved Tuition Refund Policy:

1. If Vancouver Island School of Art receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program (Certificate of Visual Arts Program) or individual course or workshop in which the student is enrolled if:
 - a. The institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - b. The student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - c. The student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. Vancouver Island School of Art will refund the tuition for the program (Certificate of Visual Arts Program) or individual course or workshop and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, Vancouver Island School of Art may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program (Certificate of Visual Arts Program) or individual course or workshop is provided solely through distance education, if Vancouver Island School of Art receives a notice of withdrawal from a student:
 - a. More than seven days after the effective contract date and
 - i. At least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. Less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 - b. After the contract start date
 - i. And up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. And after 10% but before 30% of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

5. Unless the program (Certificate of Visual Arts Program) or individual course or workshop is provided solely through distance education, if Vancouver Island School of Art provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - a. Equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - b. After 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

6. If Vancouver Island School of Art provides the program (Certificate of Visual Arts Program) or individual course or workshop solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - a. The student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or;
 - b. The student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.

7. Vancouver Island School of Art will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.

8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - a. Of the date Vancouver Island School of Art receives a student's notice of withdrawal,
 - b. Of the date Vancouver Island School of Art provides a notice of dismissal to the student,
 - c. Of the date that the registrar provides notice to Vancouver Island School of Art that the institution is not complying with section 1(c) or 2 of this policy, or
 - d. After the first 30% of the hours of instruction if section 3 of this policy applies.

9. If an international student delivers a copy of a refusal of a study permit to Vancouver Island School of Art, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - a. The international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,
 - b. Or the program (Certificate of Visual Arts Program) or individual course or workshop is provided solely through distance education.