

## **Tuition Refund Information**

If a student withdraws, discontinues, or does not complete a program, tuition refunds are processed in accordance with the Private Vocational Schools Regulations (Saskatchewan).

### **How Refunds Are Calculated**

Tuition refunds are based on the percentage of program hours offered from the start date to the student's withdrawal date not on actual attendance.

- Up to 20% of program completed:  
School may retain up to 25% of tuition
- More than 20% to 50% completed:  
School may retain up to 60% of tuition
- More than 50% completed:  
No tuition refund is required

*Note: Tuition does not include non-refundable registration fees.*

### **Refund Processing Timeline**

- Refunds are issued within 30 days of withdrawal or determination
- Payments may be directed to:
  - The student
  - A funding agency (e.g., student loans, sponsoring organization)

### **Important Notes**

- A refund assessment is completed for all withdrawals, including failed courses
- Documentation related to student enrolment, attendance, and refunds is maintained by the school

For full details, students are encouraged to review the official regulations or contact the school administration.