



EJTC ELTT TUITION REFUND POLICY

Circumstances when Refund Payable*	Amount of Refund
Before program start date , institution provides a notice of dismissal or receives notice of withdrawal	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees other than non-refundable registration fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> More than seven days after the student signed the enrolment contract, and Before the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
After program start date , institution provides a notice of dismissal or receives notice of withdrawal	
<ul style="list-style-type: none"> No later than seven (7) days after the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1000 paid or payable under contract.
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 10% of tuition paid or is payable under contract.
<ul style="list-style-type: none"> After the program start date, and after more than 10% but before 30% of instruction hours have been provided. 	Institution may retain up to 30% of tuition paid or is payable under contract.
<ul style="list-style-type: none"> After the program start date, and after more than 30% but before 50% of instruction hours have been provided. 	Institution may retain up to 50% of tuition paid or is payable under contract.
<ul style="list-style-type: none"> After the program start date, and after more than 50% of instruction hours have been provided. 	No refund due.
Student does not attend program – “no-show”	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition paid under contract.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, other than non-refundable registration fee.
Institution does not provide a work experience	
<ul style="list-style-type: none"> If the student does not successfully achieve Level 1 with Skilled Trades BC after completion of technical training (if the final mark is less than 70%) – or – If the student is in contradiction of the attendance policy, as it pertains to frequent and/or irregular and or/unexcused absences. 	No refund due.

*Institution must pay the tuition or fee refund to the student within 30 days of circumstances as noted above.