



InFocus Film School

Tuition Refund Policy

The following refund policy is in accordance with the By-Laws of the Private Career Training Institutions Agency (PCTIA).

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

Refunds are calculated only on the Tuition Fee and are based on days of education provided, excluding weekends and holidays.

Refunds before the start of the program of study

1. 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 contract, the institution may retain 5% of the total tuition and fees due to a maximum of \$250.
2. 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, the institution may retain 10% of the tuition due to a maximum of \$350.
3. 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, the institution may retain 20% of the tuition due to a maximum of \$700

Refunds after the start of the program of study

1. 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, the institution may retain 30% of the total tuition due under the contract.
2. 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, the institution may retain 50% of the total tuition due under the contract.
3. 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.

Student Authorization Related Withdrawals (International Students)

(Note: an international student is a person who is not a Canadian Citizen or a landed immigrant or has been determined under the Immigration Act to be a Convention Refugee)

InFocus Film School will retain 10% of the tuition due under the student enrollment contract or \$400 – whichever is lesser – from international students who apply and:

1. Are denied authorization from Citizenship and Immigration, or;



InFocus Film School

Tuition Refund Policy

2. Do not receive authorization prior to the start of the program of study, provided that:
 - a. The student notifies InFocus Film School of the circumstances before the commencement of the period of instruction specified in the student enrollment contract, and;
 - b. The student provides documentation of the circumstances within a reasonable period of time.

If an international student must cease study for any other reason, standard refund policies apply.

Other Refund Policies

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 under the student enrollment contract, less any applicable student application or registration fee.