



InFocus Film School

Tuition Refund Policy

The following refund policy is in accordance with the regulations of the Private Training Institutions Branch (PTIB) of the Government of British Columbia.

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 based on days of instruction delivered up to the date the notice of withdrawal is delivered to InFocus Film School. Unless otherwise stated, refunds apply only to the tuition fee. All other fees are non-refundable.

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, InFocus Film School will refund all tuition fees to the student.
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, InFocus Film School may retain 10% of the total tuition due to a maximum of \$1000.
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, InFocus Film School may retain 20% of the total tuition due to a maximum of \$1300

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, InFocus Film School will 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, InFocus Film School will 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.

Textbook and Material Fee Refunds

If a student has paid textbook fees or material fees to InFocus Film School, but has not received the applicable textbooks or program materials at the time of withdrawal, those fees will be refunded to the student.

If notice of withdrawal is received by InFocus Film School after any program materials have been made available to students, the material fee will not be refunded.



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Student Authorization Related Withdrawals (International Students)

Note: an international student is any student attending InFocus Film School who is not:

- A Canadian Citizen, or
- A Canadian Permanent Resident, or
- A Convention Refugee as determined under the Immigration Act

InFocus Film School will retain 10% of the tuition due under the student enrollment contract or \$1000 – whichever is lesser – from international students who apply and:

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