



Greater Essex County District School Board

REFUND POLICY

All requests for refunds must be made in writing and sent to international@publicboard.ca.

- The Application Fee is **Non-Refundable**.
- **Full Refund** of the Tuition Fee, less the application fee, and banking fees if applicable, will be given if Immigration Canada does not approve the Study Permit. To obtain a refund, a request in writing must include:
 - ✓ The *LETTER OF REFUSAL* from Immigration Canada
 - ✓ The original *LETTER OF ACCEPTANCE* from the Greater Essex County District School Board
- **Two-thirds** of the Tuition Fee will be refunded if a student withdraws prior to the commencement of the program.
- **One-half** of the Tuition Fee will be refunded if the student withdraws after the commencement of the program but before 30 calendar days have elapsed.
- **No Refund** will be granted to a student who:
 - Withdraws 30 days after the commencement of the program
 - Is dismissed from the program due to a breach of law, policy or regulation as determined by the Government of Canada, the Province of Ontario, the Police, and/or the Greater Essex County District School Board

Please allow **up to eight (8) weeks for processing**, after submission of a complete refund request, including all necessary documentation.

Building Tomorrow Together!

www.publicboard.ca

451 Park St. W. P.O. Box 210, Windsor, ON N9A 6K1 • Tel: 519-255-3200 ext. 10340