

## **GECD SB REFUND POLICY**

**All requests for refunds must be made in writing to [international@publicboard.ca](mailto:international@publicboard.ca)  
The Application Fee is Non-Refundable.**

**All refunds are subject to a \$500 Administration Fee**

- **Full Refund** of the Tuition Fee, less the Application Fee, banking fees if applicable, and currency exchange fees if applicable, will be given if the Government of Canada does not approve the Study Permit. To obtain a refund, a request must be made in writing within sixty (60) calendar days of the issue date of the original refusal letter from the Government of Canada and must include:
  - The Letter of Refusal from the Government of Canada
  - The original Letter of Acceptance and original Letter of Accommodation from the Greater Essex County District School Board
- **Two-thirds** of the Tuition Fee will be refunded if the 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 if:
  - the student withdraws 30 days after the commencement of the program;
  - the student 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;
  - the student breaches or fails to comply with any provisions of the Mandatory Student Participation Agreement (MSPA);
  - false or fraudulent information is provided in the MSPA;
  - any information is not disclosed in the MSPA; or
  - the student's parent obtains a work or study permit after the commencement of the program;

**NOTE:** If a non-resident student becomes a Permanent Resident of Canada or Convention Refugee Claimant, proof of documentation from the Government of Canada must be forwarded to the GECD SB International Students Program office.

Refunds are issued as per the original method of payment and made out to the original payer.

The GECD SB shall not be liable for any loss suffered by the parents or the student as a result or consequence of any labour dispute, inclement weather condition, pandemic or other causes beyond its control that may affect the ability of the school board to deliver the education program or any respect thereof.

**Please allow up to eight weeks for processing.**