

TUITION REFUNDS

Types of Refunds

After you sign your contract:

Every student is given a 4-day cooling off period, where you can change your mind without penalty. If you choose to cancel your Alberta Student Enrolment Contract on or before the 4th business day after you signed it, your tuition and \$150 registration fee will be refunded to the method of payment or payer that initially paid the fees in the initial manner it was paid.

Before your program start date we will issue a refund of your registration fee if:

- You terminate your contract before the 4-day cooling off period
- The Health Care Aide Academy terminates your contract before your program start date
- The program does not start by the agreed upon date and you terminate your contract

You may be entitled to a refund, under Section 17 of the [Private Vocational Training Regulation](#), if your Alberta Student Enrolment Contract is canceled after your program start date. The amount is based on how much of the program has been delivered. If you have paid all of the tuition for the program and completed:

- less than 10% of your program, your refund is 75% of your tuition
 - more than 10% but less than 50% of your program, your refund is 40% of your tuition
 - more than 50% of your program, the college is not required to provide you with a refund
- If you haven't yet paid all of the tuition for the program and completed:
- less than 10% of your program, the college is entitled to 25% of the total cost of tuition
 - more than 10% but less than 50% of your program, the college is entitled to 60% of the total cost of tuition
 - more than 50% of your program, the college is entitled to 100% of the total cost of tuition

If you have not yet paid all of the tuition for the program and completed:

- less than 10% of your program, the college is entitled to 25% of the total cost of tuition
- more than 10% but less than 50% of your program, the college is entitled to 60% of the total cost of tuition
- more than 50% of your program, the college is entitled to 100% of the total cost of tuition

If we have received a tuition fee in excess of the amount we are entitled to, we will refund the excess amount.

Refund Eligibility

Incidental Fees

Private Career Colleges are not required to refund incidental fees, such as:

- textbooks
- lesson materials
- supplies
- printing
- parking
- equipment

If 50% or more of the program has been delivered, the college is not required to issue a tuition refund.

Adopted: July 20, 2024 TB