

**IMPORTANT**

**Tuition fees:** amount required to be enrolled in a program of study

**Related fees:** costs corresponding to the material and school uniform

**Insurance costs:** include health insurance, hospitalization and medicines

**Total Tuition:** All of the above fees

## A) POLICY OF PAYMENT OF TUITION FEES TO ÉDUCATION INTERNATIONALE

### 1. Application fee

Prior to the official online registration, there is a CAD\$300 application fee. This fee is non-refundable.

### 2. Payment of Tuition (deposit, tuition fees, related fees and health insurance)

Students hereby acknowledge the present "Tuition Payment and Refund Policy". It is the responsibility of students to ensure the payment of tuition fees by the due dates as outlined below and according to the amount in the invoice sent by Éducation internationale.

**Students are encouraged to make their full payment as soon as possible to avoid banks fees and ease their application process in the education institution.**

In the event the total tuition payments deadlines are not respected, Éducation internationale reserves the right to withdraw the application of students by simple notification via email and to notify the authorities concerned.

#### a. Tuition fees

The first instalment (50%) of tuition fees for the training program must be paid no later than 21 days prior to the start of the program. A second instalment (50%) must be paid no later than at one-third (1/3) of the total duration of the program. All instalments must be paid by bank transfer in Canadian dollars.

#### b. Related fees and health insurance

100% of the related fees and health insurance for the total duration of the program must be paid no later than 21 days prior to the start of the courses. Instalments must be paid by bank transfer in Canadian dollars.

SUMMARY OF PAYMENT SCHEDULE (INTERNATIONAL STUDENTS)	
Modalities	When (Deadline)
CAD\$ 300 application fee	When registering online
50% to 100% of tuition fees + related fees + health insurance	21 days prior to the start of the program <sup>1</sup>
50% remaining tuition fees	At one-third (1/3) of the training program

<sup>1</sup> In the event of failure to obtain the study permit, tuition fees may be paid less than 21 days prior to the start of the program, subject to the approval of Éducation internationale.

### 3. Funds transfer

The procedure for funds transfer will be sent to you with the detailed invoice of the tuition.

Transfer from outside Canada: Transfers from outside Canada must be made through Western Union.

Transfer within Canada: Transfers within Canada must be made by bank transfer.

Insufficient funds transfer: Students acknowledge that after the due dates, any fund transfer less than the full payment of tuition fees does not allow students to be admitted to the school organization.

Excess Funds Transfer: Non-Refundable

Students acknowledge that any transfer of excess funds of the full payment of tuition fees will not be refunded. It is their responsibility to ensure that the correct amount is transferred in Canadian dollars.

Éducation internationale will send a confirmation of receipt within 5 business days following the funds transfer (allow 1-5 days for receipt and processing). Note: official receipt will only be issued by Éducation internationale when the full payment (100%) of the total tuition is made.

## B) CANCELLATION AND REFUND POLICY

Éducation internationale will refund students according to the conditions outlined in the policy.

### 1. Prior to the start of the program

#### a. Cancellation due to a refusal by the Government of Canada to issue a study permit to students

In the event the application for a study permit is refused by the Government of Canada, students will get a refund of their total tuition less any bank transfer fees, if applicable. To obtain a refund, students must submit their letter of refusal (PDF version) within 15 days of receipt of the application.

#### b. Cancellation due to serious health condition

In the event students must withdraw their application prior to the start of the program for medical reasons, they will be refunded for their total tuition less any bank transfer fees, if applicable. This refund may be made on the condition that students send written proof from the doctor, attesting of their critical state of health. This proof must be scanned and sent by email at [admission@education-internationale.com](mailto:admission@education-internationale.com) within 10 days after obtaining this written proof.

#### c. Cancellation of training by the school organization

In the event of a program cancellation by the school organization, students will get a refund of their total tuition less the bank transfer fees, if applicable.

- More than 30 days prior to the start of the training: no refund of expenses of stay and transport can be requested.
- Less than 30 days prior to the start of the training and if students have already arrived in Quebec:

If students accept a transfer, then a refund up to a maximum of C\$2,000 may be requested to offset a portion of accommodation, local and international transportation and tuition fees.

If students return to their place of origin, then they will have to validate with Éducation internationale the reasonable expenses related to their return and send the invoices within 30 days following their departure date to the school organization in order to receive a refund of a maximum of C\$2,000.

**d. Cancellation without cause recognized by Éducation internationale**

In the event of an unjustified cancellation by articles B.1.a), B.1.b) and B.1.c), students will get a refund of their total tuition less C\$500 non-refundable penalty.

**2. After the start of the program in Quebec**

**a. Reduced penalty due to serious medical condition only**

In the event students have to withdraw their application within 10 working days following the start of their program for serious medical reasons, they will receive a refund of their total tuition less C\$500 non-refundable penalty. This refund may be paid on the condition that students send a written proof of the attending physician in Quebec, attesting to the critical state of health of the student. This proof must be scanned and sent by email to Éducation internationale within 15 days after obtaining this written proof from the doctor.

**b. Penalties**

Students who withdraw or are expelled from a training program after the course start date and within 30 days prior the start of the program will get a refund of tuition fees, less C\$2,000 non-refundable penalty. Students who withdraw or are expelled from a training program 30 days after the course start date and less than one third of the hours of the program will get a refund of 50% of tuition fees less C\$500 non-refundable penalty. In the event students have completed more than one third (1/3) of the hours of the program, they will have a maximum penalty for which 100% of the tuition fees will not be refunded.

**c. Related fees**

The related fees are non-refundable if the training program has already begun.

**d. Health insurance**

School organizations and colleges group health insurance fees are refundable under certain conditions. Please refer to the insurance policy for more information.

**C) REFUND REQUEST**

Students may request a refund from Éducation internationale. Students must submit a written request by email to [admission@education-internationale.com](mailto:admission@education-internationale.com) with supporting documents, if applicable. Any request for a refund must be made no later than 15 days following the discontinuation of the program. Éducation internationale will refund within 30 days following the reception of the refund request.