

DEFINITIONS

- **Tuition fees**: Amount required for the vocational training program
- **Related fees**: Fees for school and administrative materials
- **Insurance fees**: Fees charged for health, hospitalization and medication insurance

This payment and reimbursement policy applies only if the educational institution where the student is registered has mandated Éducation internationale to collect tuition fees, related fees and/or insurance costs related to his/her training. Otherwise, the student must consult the payment and reimbursement policy of his or her institution to find out the terms and conditions that apply.

A – PAYMENT POLICY

It is the student's responsibility to pay in full the amounts indicated on the invoice sent by Éducation internationale within the prescribed time limit.

In the event of non-compliance with the terms of payment, Éducation internationale reserves the right to cancel the student's application for admission or to terminate the student's training upon simple notice sent by e-mail and to notify the educational institution concerned.

The student is encouraged to pay the required fees for his/her training as soon as possible. This will allow for early confirmation of attendance at the educational institution.

1. Tuition fees

France : Under an agreement signed between France and Quebec, French students are exempt from paying tuition fees in vocational training.

Canada and other countries : A first payment of at least 50% of the tuition is due no later than 21 days before the start of classes. The final payment is due no later than one third of the way through the course.

2. Related fees

100% of the fees must be paid no later than 21 days before the start of the course.

3. Insurance fees

France : Under an agreement between France and Quebec, French students enrolled in full-time vocational training in Quebec are covered by the Régie de l'assurance maladie du Québec (RAMQ), provided that the student is affiliated with the French social security system. However, since the procedure takes a few weeks, the student may have to subscribe to the group insurance plan offered by his or her institution while waiting for coverage by the RAMQ.

Canada : No additional insurance is required.

Other countries : If the educational institution offers mandatory group insurance and Éducation internationale is mandated to collect payment, 100% of the health insurance fees covering the entire duration of the course must be paid no later than 21 days before the start of classes.

SUMMARY OF THE PAYMENT SCHEDULE TO ÉDUCATION INTERNATIONALE	
Terms and conditions	When (at the latest)
100 % of the related fees	21 days before classes start
100 % of the insurance fees	21 days before classes start
A minimum of 50 % of the tuition fees	21 days before classes start
The remaining balance of the tuition fees	At one third (1/3) of the training

4. Method of payment

Payments must be made through the Flywire platform. The procedure for making transfers will be given to the student with the detailed invoice for tuition, fees and/or insurance charges.

Insufficient Transfer: After the deadline specified on the invoice, any transfer of funds below the required amount may result in cancellation of admission or termination of the student's education.

Transfer of Excess Funds: Refund of any transfer of funds in excess of full payment must be requested in writing as outlined in C below.

Flywire will send the student a receipt for payment no later than 5 business days after receipt of funds (allow 1-5 business days for the transfer to be completed). At the student's request, an official receipt may be issued once payment representing 100% of the invoice has been made.

B - CANCELLATION AND REFUND POLICY

5. Cancellation of training by the school

a) More than 45 days before the start of the training

The student will receive a refund of previously paid tuition, fees and/or insurance charges minus the wire transfer fee. To obtain a refund, the student must follow the instructions outlined in Section C Request for Refund below. Education International will make every effort to relocate the student to another institution or related training.

b) Less than 45 days before the start of the training

The student may ask the institution to reimburse the fees related to the application for a CAQ or a study permit or their renewal. The institution also undertakes to support the student, according to his or her wishes, in order to allow him or her to pursue his or her educational project in Quebec or to return to his or her place of origin, if necessary.

6. Cancellation or withdrawal from the training by the student

a) **Before the start of the training**

The student will receive a refund of the tuition, fees and/or insurance charges already paid less the wire transfer fee. To obtain a refund, the student will need to follow the instructions outlined in Section C Refund Request below.

b) **After the start of the training**

A student who withdraws or is dismissed from his or her course of study after the start of classes must refer to the refund policy of his or her educational institution.

C – REFUND REQUEST

Requests for refunds must be sent to gmacomptabilite@education-internationale.com no later than 30 days following cancellation or withdrawal from the course or the sending of excess funds. Education International will issue a refund within 30 days of receipt of the refund request.

Education International is not responsible for fluctuations in the effective exchange rates between the time the payment was issued and the time the request was processed. The amount received upon refund may differ from the amount originally paid (the amount may be higher or lower).