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POLICY AND FEES FOR CANCELLING AN EDUCATIONAL SERVICES CONTRACT

CANCELLING A SEMESTER/CANCELLING AN EDUCATIONAL SERVICES CONTRACT

Once the student has paid their registration and application fees and signed their educational services contract, they are responsible for notifying the college if they wish to cancel their semester or educational services contract.

Please note that the educational and contractual aspects are not related. Withdrawing or cancelling without failure has no connection with cancelling the contract and the associated penalty costs.

CANCELLATION REQUEST

To cancel a semester (cancel the educational services contract), the student must submit the request to Trebas Admissions admissions@trebas.gus.global by completing the cancellation form that can be downloaded by clicking [here](#) to signify the desire to cancel with the reason for this cancellation. This date will be considered the official date of the cancellation request.

In the absence of a request submitted through this form, the student is considered enrolled in the program and must pay the tuition fees indicated in their contract as well as any other fees payable under the Program. The fact that the student does not attend or misses classes is not considered as a notice of departure or cancellation.

TERMS AND CONDITIONS

MANDATORY PROVISIONS UNDER APPLICABLE LAW

According to the rules established by the Ministry of Education, Trebas Institute may charge tuition fees calculated on a pro-rata basis of services rendered and penalties upon terminating or cancelling the educational services contract, in any way whatsoever before the end of the last semester indicated in the contract. Under Article 20 of the Regulation respecting the application of the Act respecting private education (Québec), this Contract must set out the full text in sections 70 to 76 of the Act respecting private education (Québec), which read as follows:

70. No institution may require payment from a client before performance of its obligation has begun, except for the payment of an admission or enrollment fee not in excess of the amount determined in accordance with the regulations of the Minister.

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No institution may require payment of the client's obligation, or balance thereof if admission or enrollment fees have been paid, in less than two reasonably equal instalments. The dates on which the instalments become due must be fixed in such a way that they fall approximately at the beginning of each half of the duration, calculated in months, lessons or credits, of the educational services for which the student is enrolled.

71. The client may, at any time and at his discretion, cancel the contract by giving notice to that effect by registered mail. The contract shall be cancelled by operation of law from the receipt of the notice.

72. If the client cancels the contract before the provision of services has begun, the institution cannot demand compensation in excess of the amount obtained by subtracting the admission and enrollment fees from the lesser of the following two amounts: the maximum amount determined in accordance with the regulations of the Minister, and an amount representing not more than 1/10 of the total price agreed upon for the services.

73. If the client cancels the contract after the provision of services has begun, the institution may demand only the following amounts from the client:

- (1) the price of the services provided calculated in months, lessons, or credits as specified in the contract;
- (2) as penalty, the amount obtained by subtracting the admission and enrollment fees from the lesser of the following two amounts: the maximum amount determined in accordance with the regulations of the Minister, and an amount representing not more than 1/10 of the total price agreed upon for the services.

74. In the ten days following the cancellation of the contract, the institution must return to the client the amounts it has received in excess of those to which it is entitled.

75. The client may demand that the contract be annulled if he becomes aware that the student was admitted to the educational services concerned in contravention of the provisions governing admission to those services.

76. No person may depart from the provisions of this chapter by means of an agreement which provides otherwise. Furthermore, no client may waive a right conferred on him by this Chapter.

The following points are part of the internal regulations of the Trebas Institute Québec Inc.

*All refunds will be returned to the original payor(s) and original payment method. We strongly advise students to remit their payments directly to Trebas themselves, unless they are facilitating the payments through their agency

**TREATMENT OF DIGITAL TEXTBOOKS AND MATERIALS Digital textbooks are issued on a one-time use and activation method basis, and therefore cannot be returned or refunded once issued to the student (if applicable)

***Please note that bank charges may apply for refunds processed by bank transfer or by international payment platforms