

SUMMARY - CALCULATION OF AMOUNTS INVOICED FOR CANCELLING AN AGREEMENT

International Students

Enrollment Status	Description	Admission Fee & Registration Fee	Penalty	Hourly Billing (Tuition)
Before the 1 st day of class	Program cancelled by the college	No	No	No
	Study permit refusal (with proof)	Yes	No	No
	Study permit refusal (without proof)	Yes	Yes	No
	Cancellation Request	Yes	Yes	No
	Program Change	Yes	No	No
After class starts	Deferral Request	Yes	No	No
	Withdrawal Request	Yes	Yes	Yes
	No-show	Yes	Yes	Yes (1 week)
	Study permit refusal (with proof) - (Classes started online outside of the country)	Yes	No	No
	Program Change	Yes	No	Yes
	Dismissal by the Academic Director	Yes	No	Yes

Fee	Description
Admission fees	CAD\$50 admission fee paid upon application
Registration fees	CAD\$200 registration fee paid upon application
Hourly billing (tuition)	Number of hours completed x hourly rate (as per Educational Services Contract)
Penalty	\$1,500 minus the registration fees OR 10% of the total agreed price for the Services – the registration fees. The lesser of the two amounts.

*Cases of illness are treated according to the rules provided under Article 20 of the Regulation respecting the application of the Act respecting private education (Québec) and summarized in the table above. Penalty charges may be incurred.

SUMMARY - CALCULATION OF AMOUNTS INVOICED FOR CANCELLING AN AGREEMENT

Domestic Students

Enrollment Status	Description	Admission Fee & Registration Fee	Penalty	Hourly Billing (Tuition)
Before the 1 st day of class	Program cancelled by the college	No	No	No
	Cancellation Request	Yes	Yes	No
	Program Change	Yes	No	No
	Deferral	Yes	No	No
After class starts	Withdrawal Request	Yes	Yes	Yes
	No-show	Yes	Yes	Yes (1 week)
	Program Change	Yes	No	Yes
	Dismissal by the Academic Director	Yes	No	Yes

Fee	Description
Admission fees	CAD\$50 admission fee paid upon application
Registration fees	CAD\$200 registration fee paid upon application
Hourly billing (tuition)	Number of hours completed x hourly rate (as per Educational Services Contract)
Penalty	\$500 minus the registration fees OR 10% of the total agreed price for the Services – the registration fees. The lesser of the two amounts.

*Cases of illness are treated according to the rules provided under Article 20 of the Regulation respecting the application of the Act respecting private education (Québec) and summarized in the table above. Penalty charges may be incurred.