

## REFUND POLICY

### **Students without Student Authorization (Visitor Visa)**

- Students are required to notify LLI of intent to terminate his/her program at least 4 weeks in advance of termination date. If 4-week notice is not given, the refund will be calculated based on unused tuition fees as of 4-weeks after notification date.
- A refund of 70% of unused tuition fees will be returned to the student by cheque. Refund will be calculated based on applicable tuition fees of duration studied, not a percentage of total fees paid.
- This refund calculation is based on original start and completion dates. Students who defer their study period to a later date once in Canada will be permitted to study for that period of time, but will not be refunded for that time after the fact.

### **Students with Student Authorization (Visitor Visa)**

- It is each student's responsibility to abide by the regulations of his/her Student Authorization.
- It is London Language Institute's responsibility to notify Citizenship and Immigration of any infractions.
- Students holding a Student Authorization must provide one of the following to LLI prior to refund being approved:
  - For students continuing in an alternate educational institution, proof of enrollment must be shown (letter of acceptance), with a starting date no later than 30 days after desired completion date at LLI.
  - For students leaving Canada, a valid airline ticket dated no later than 30 days after desired completion date at LLI.
- Students are required to notify LLI of intent to terminate his/her program at least 4 weeks in advance of termination date. If 4-week notice is not given, the refund will be calculated based on unused tuition fees as of 4-weeks after notification date.
- A refund of 70% of unused tuition fees will be returned to the student by cheque. Refund will be calculated based on applicable tuition fees of duration studied, not a percentage of total fees paid.

### **Student Authorization Extension Policy**

- It is each student's responsibility to abide by the regulations of his/her Student Authorization.
- It is London Language Institute's responsibility to notify Citizenship and Immigration of any infractions.
- LLI will make every effort to assist students requiring a Student Authorization extension.
- Tuition fees must be paid in full prior to issuing letter of acceptance required for the extension application.
- Once Student Authorization extension is approved, refunds will be granted on the conditions stated above.