

Montessori Training Centre of British Columbia

#200 – 8555 Cambie Street, Vancouver, BC V6P 3J9

Phone: 604-261-0864 Fax: 604-261-2805 E-mail: info@mtcbc-ami.org

Our website: www.mtcbc-ami.org AMI website: www.montessori-ami.org

Tuition and Fee Refund Policy

The Montessori Training Centre of British Columbia is a voluntary, non-profit society, registered with the Ministry of Consumer and Corporate Affairs of British Columbia and incorporated under the Society Act.

It operates from donations from the community at large and from tuition fees. It follows that the commitment of registered students to pursue their course of study once it has been initiated is very important. Spaces are limited and the Montessori Training Centre of British Columbia trusts that accepted applicants will honour their commitment as their place cannot be filled once the course has started because of the integrated nature of the programme.

The Director of Training and staff of the Training Centre will make every effort to assist the students to proceed successfully through the course of study and meet the certification requirements.

The Montessori Training Centre of British Columbia (MTCBC) is a designated institution with the Private Training Institution Branch (PTIB) and abides by the PTIB Regulations and By-Laws (2016) for its refund policy. These are as follows.

Circumstance	Tuition Refund Entitlement
A student is enrolled in an approved program: <ul style="list-style-type: none">Without having met the admission requirements, andWithout having misrepresented her/his knowledge or skills when applying	100% tuition is refund and a 100% refund of all fees
A student does not attend the first 30% of the program	MTCBC may retain up to 50% of the tuition
MTCBC does not provide all the work experience hours of a program within 30 days of the contract end date	100% tuition is refunded
MTCBC receives a notice of withdrawal from a student, or an international student delivers a refusal of study permit:	
<ul style="list-style-type: none">No later than seven (7) days after the effective contract date¹, and before the program start date	100% tuition is refunded
<ul style="list-style-type: none">Between the date the contract was signed and the start date of the program, where that period is less than seven (7) days	100% tuition is refunded
<ul style="list-style-type: none">More than seven (7) days after the effective contract date, and at least 30 days before the program start date	MTCBC may retain up to 10% of the tuition to a maximum of \$1,000

¹ Note: The effective contract date for a student enrolment contract is the later of the date the student or representative of the student signed, or the date the institution signed.

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Circumstance	Tuition Refund Entitlement
<ul style="list-style-type: none">More than seven (7) days after the effective contract date, and less than 30 days before the program start date	MTCBC may retain up to 20% of the tuition to a maximum of \$1,300
MTCBC receives a notice of withdrawal from a student, or an international student delivers a refusal of study permit:	
<ul style="list-style-type: none">After the program starts, but before 11% of instruction hours have been provided	MTCBC may retain up to 30% of the tuition
<ul style="list-style-type: none">After the program starts, and after 10% but before 30% of instruction hours have been provided	MTCBC may retain up to 50% of the tuition
MTCBC delivers a notice of dismissal to a student:	
<ul style="list-style-type: none">Before 11% of the instruction hours have been provided	MTCBC may retain up to 30% of the tuition
<ul style="list-style-type: none">After 10% but before 30% of the instruction hours have been provided	MTCBC may retain up to 50% of the tuition

Refunds owed to students must be paid within 30 days of MTCBC receiving the student's notice of withdrawal from the program.

Information for International Students

1. An international student is a person who is not a Canadian citizen or permanent resident.
2. If an international student's Study Permit application has not been completed by the start date identified in MTCBC's Letter of Acceptance and the student so notifies the institution, at the request of the student, the institution may issue an additional Letter of Acceptance for the commencement date of the next course being offered. In such a circumstance, the institution may charge the student an additional \$250 administrative fee.

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Student Withdrawal and Refund Policy

Policy

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the **Senior Educational Administrator** for the Course or to the **Director** for the Institution. Refunds are calculated according to the Montessori Training Centre of British Columbia's Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund under MTCBC Refund Policy, if a copy of the denial letter is provided to the Montessori Training Centre of BC prior to the program start date.

Procedure:

- Upon receipt of a dated, written Notice of Withdrawal letter from a student the institution will review the letter to determine the student's reason for withdrawal.
- Understanding the student's reason for withdrawal, the institution will review the records of the student and, based on the date on the Notice of Withdrawal letter, determine whether the student is entitled to a tuition refund.
- If the student applied for and was awarded student financial assistance by way of a student loan and/or grant to attend the Course, the institution will report the student's change in status immediately to StudentAid BC (or other appropriate provincial student financial assistance office) by faxing a Withdrawal Notification. If the student is entitled to a tuition refund, the institution will prepare a refund cheque made payable to the National Student Loans Services Centre (the "NSLSC") and forward the refund cheque to the NSLSC offices with a cover letter confirming the student's withdrawal details. The student is then responsible for the repayment of the balance of the student loan and any over-awards.
- A Withdrawal Transcript will be prepared by the institution confirming that the student did not satisfactorily complete the Course.

A formal letter will be prepared by the institution and addressed to the student confirming the details of their withdrawal and any refund owing.