

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.