

## ATP COURSE REFUND POLICY

1. If INFOFIT receives tuition from the student, or a person on behalf of the student, INFOFIT will refund the student, or the person who paid on behalf of the student, the tuition that was paid for program in which the student is enrolled if:
  - (a) INFOFIT receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date
2. INFOFIT will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If INFOFIT receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, INFOFIT may retain up to 10% of the tuition due under the student enrolment contract.
    - ii. less than 30 days before the contract start date, INFOFIT may retain up to 20% of the tuition due under the student enrolment contract.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, INFOFIT may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction during the contract term have been provided, INFOFIT may retain up to 50% of the tuition due under the student enrolment contract.
    - iii. After 30% of the hours of instruction, no refund is due
4. If INFOFIT provides a notice of dismissal to a student and the date INFOFIT delivers the notice to the student is:
  - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, INFOFIT may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, INFOFIT may retain up to 50% of the tuition due under the student enrolment contract.
5. INFOFIT will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to INFOFIT or INFOFIT provides a notice of dismissal to the student.
  - (a) Refunds required under this policy will be paid within 30 days of the date INFOFIT receives a student's notice of withdrawal, or the date INFOFIT provides a notice of dismissal