

## CES 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 in relation to the 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. no refund is due
4. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date INFOFIT receives a student's notice of withdrawal,
  - (b) of the date INFOFIT provides a notice of dismissal to the student