

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 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;
 - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and INFOFIT receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
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 a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, INFOFIT may retain up to 50% of the tuition paid under the student enrolment contract.
4. 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, to a maximum of \$1,000.
 - 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, to a maximum of \$1,300.
 - (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 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. 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.
6. 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.
7. 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,
 - (c) of the date that the registrar provides notice to INFOFIT that INFOFIT is not complying with section 1(c) or 2 of this policy, or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.