

Section:	Finance
Title:	International Student Fees & Refunds

Purpose

To outline the fees for International Students, including the collection and refund of the fees.

Guidelines

The fees for international students are set considering:

- teacher and support staff salary costs,
- health care costs (student medical insurance),
- the Ministry of Education core student funding,
- the Ministry of Education supplemental ELL funding,
- the costs of operating the International Education Department,
- the cost of agency fees,
- the international education fees levied in neighbouring school districts (to remain competitive), and
- the fees will be set two years in advance for marketing purposes.

All international student fees are subject to change to be responsive to unforeseen expenses.

Notice of changes due to unforeseen expenses will be distributed and published as soon as possible. This procedure may change, and any amendments will be effective when posted.

General Procedures

1. Fees

- Fees are payable in accordance with the fees schedule set out annually and distributed to all Agents/Partners.
- All non-refundable fees are payable immediately upon application submission.
- All other Program Fees are due within 30 days of invoice and must be received no later than:
 - April 15th for Full Year or Semester 1 students,
 - October 1st for Semester 2 students.
- Students will not have a place held in the school nor have a homestay placement for the study period they have requested until all fees are paid in full.

2. Refunds

a. Applications for Refunds.

In the event that the Student voluntarily withdraws or is withdrawn from the Educational Program, a request for a refund of Fees paid to the School District, excluding the Non-Refundable Fees, may be submitted to the School District. All requests for a refund must be in writing.

b. Non-Refundable Fees.

Administrative fees, the Application Fee, the Homestay Fee and the Custodial Fee will not be refunded.

c. Refund Refusal.

We reserve the right to refuse any request for a refund, regardless of the reason for the request, if it is received after the commencement of the Educational Program.

Refunds will not be issued in respect of a Student who:

- i. is suspended or expelled from an Educational Program or required to withdraw due to their own behaviour;
- ii. is removed from the Program because the information provided in their application for enrollment is determined by the School District to be false or misleading, including undisclosed illness, medical or mental health conditions or undisclosed educational needs;
- iii. submits a request for a refund after the commencement of the Educational Program, or
- iv. has a status change from fee-paying to non-fee paying upon their parent or guardian acquiring a study/work permit or becoming a permanent resident and is in Mission, British Columbia for a settled purpose after September 30th of the current school year.

d. Refunds Considered.

The School District will refund Program Fees, withdrawing an International Student in accordance with the following terms:

- i. the Student is refused a study permit by Immigration Canada, and appropriate documentation is provided;
- ii. the Student is unable to travel to Canada due to travel bans or restrictions imposed by a provincial or Canadian Government; or
- iii. the School District is satisfied that the Student is medically unfit or unable to travel to and attend in Canada to participate in the Educational Program.

e. Refund Amount.

If applicable:

Prior to the commencement of the education program	% of Program Fees Refunded
More than 90 days	75%
Less than 90 days and more than 30 days	50%
Less than 30 days but more than 1 day	25%

3. Cancellation or Interruption by the School District.

- a. If the Educational Program is cancelled by the School District, the School District's sole obligation and liability to the Student and his/her parent/guardian shall be to refund the refundable portion of the fees
 - i. Prior to the commencement of the program: A full refund of the Program Fees

- ii. After commencement of the program: A partial refund of the Program Fees on a daily prorate basis, proportionate to the proportion of the Educational Program not delivered.
- b. No refunds will be provided if the Student withdraws prior to the School District cancelling the Educational Program.
- c. The School District reserves the right to cancel the Student's enrollment in the Educational Program if Fees are not paid within the timelines set out in the Agreement.

4. COVID-19 - Delays and Interruptions.

Notwithstanding any other provision in this Agreement, the School District is not responsible and shall not be liable for any delay or interruption in the Educational Program that arises out of or is caused, directly or indirectly, by the COVID-19 pandemic, or any other international pandemic, including without limitation compliance with any associated public health requirements or guidance, travel restrictions imposed by governmental authorities or operational closures in compliance with the requirements or guidance of public officials in Canada or British Columbia. It is the Student's responsibility to obtain appropriate insurance coverage to address any and all losses, including the loss of travel or other expenses incurred by the Student as a result of COVID-19 related causes, and the School District shall not be liable for any such losses or expenses. The School District shall not be considered in breach of this Agreement by reason of any delay or interruption in the Educational Program due to the above causes, provided that it resumes the provision of the Educational Program as soon as it is legally permitted and reasonably able to do so, including where resumption of the services occurs through distributed or distance learning or other alternative means of delivery. The School District will provide notice to Students and their parents/guardians of any anticipated delays or disruptions in the Educational Program due to COVID-19 related causes.

5. Force Majeure Clause

In the event that the School District is not able to perform its obligations under this Agreement or the delivery of the Educational Program is delayed or interrupted as a result of events outside of the School District's control, including, without limitation, because of strikes, pandemics, disease outbreak, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or Acts of God, and interruptions, loss or malfunction of utilities, communications or computer (software and hardware) services, the School District will not be considered in breach of this Agreement by reason of such delays or non-performance and shall not be liable to the student or his or her parents/guardians for any loss, injury or expense caused by or arising out of such delays, interruptions or non-performance. In such circumstances, the School District will provide students and their parents/guardians with prompt notice of the intervening event and shall use reasonable efforts to resume the Educational Program as soon as it is legally permissible and the School District, acting reasonably, is practically able to do so. In such circumstances, the School District may, at its discretion, resume the Educational Program through alternative methods of delivery, including distance, online or distributed learning.

Approved by the Superintendent: June 2022 (formerly AP 6.7.1, #514)

Amended:

Cross Reference: