



Private Vocational Institute

Withdrawals

If you withdraw or if your enrolment is terminated by your institution, you may be entitled to a tuition refund under the law (based on Sections 16-24 of the [Private Vocational Institution Regulation](#)).

- If you choose to withdraw from your program and terminate your student contract, you must do so by providing **written notification** to your institution, and verify that it has been received. Your withdrawal becomes effective on the date that your written notice is received. If you are receiving student financial assistance, you must also notify your funding source. You are still considered to be enrolled in the program until the school receives your written notice, and you will be charged for any hours of instruction delivered during the time of your absence. If you don't notify your school right away, you could end up paying significant additional costs.

NOTE: if you have completed more than two-thirds of your program, a refund will not be issued.

- It is your responsibility to ensure that you understand the full costs and the fee structure for the program in which you register. Fees may include a registration fee, tuition fee, fees for books, course materials and equipment, a training completion fund fee and other administrative fees.
- A non-refundable registration fee may be charged by a school operator. The registration fee must not exceed \$225.
- All registered private vocational institutions must use our legislated tuition refund policy.
- The school must refund the total cost of any books or supplies that you paid for, but did not receive, before withdrawing or being discontinued.
- If you have a student loan, refunds are applied directly to your [student loan account](#).
- If you were funded by a third-party organization, your refund would be sent to your funder(s).