



Please ensure you have read and understand our refund policy. If:

- **Your Study Permit is Denied:** You will receive a full refund* if your Study Permit application is denied by Immigration, Refugees and Citizenship Canada. A copy of the rejection letter must be submitted with this Tuition Refund Request Form.
- **You Cannot Attend for Other Reasons:** You will receive two-thirds (2/3) refund of the tuition if you withdraw prior to the commencement of the program as per the Duration of Program (study) dates on the letter of acceptance.
- **Parent's Immigration Status Changes** (meets eligible criteria). Proof must be presented Kingsland Centre prior to last business day of specified deadline:
 - September-June Program: Full tuition refund* before September 30 of school year. 50% tuition refund* before January 31 of school year.
 - February-January Program: Full tuition refund* before February 28 of school year. 50% tuition refund* before June 30 of school year.
 - Status changes after deadlines will not receive a refund. Kingsland Centre Address: 7430 – 5 St. SW, Calgary, AB. Phone: 1-403-777-7373.
 - Health insurance is non-refundable.
- **You Withdraw or are Withdrawn from the Calgary Board of Education:** Once your program has begun as per the Duration of Program (study) dates on the letter of acceptance no refund will be given.
- **Late Arrivals:** When a student arrives late, there will be no refund for the time period missed.

* Subject to a \$250 refund processing fee

Complete the Following Information

Date of Request: _____ School: _____

Student First Name: _____ Date of Birth: _____

Student Last Name: _____

Contact Phone #: _____ Contact Email Address: _____

Reason for Refund Request: _____

Refund Payment Information

Tuition is refunded to the same person and same method as originally paid. Allow up to 6 weeks to receive your refund.

Check One of the Options Below of How Your Fees Were Paid:

- Flywire** If your original payment was through Flywire, they will contact you by e-mail to confirm refund arrangements. Select this option and submit form.
- Other** Please contact our Global Learning office for details.

- Cheque or Money Order**
Please note: if you paid by Money Order, we will refund you by cheque.

Name: _____

Address: _____
Number Street Apartment City Province/Territory/State Postal/ZIP Code

Form Submission

1. Upon completion of this form, please sign to authorize that all information is correct:

Signature
2. Submit Form in Person or Email to:
Global Learning, Calgary Board of Education
1221 – 8 Street SW, Calgary AB, Canada, T2R 0L4
Email: internationalstudents@cbe.ab.ca

The personal information requested is collected under the authority of the *Alberta School Act*, the *Student Record Regulation* and the *Alberta Freedom of Information and Protection of Privacy Act* for the purposes specified above. If you have any questions about this consent form or the collection, use or disclosure of this personal information, please contact Global Learning at 1-403-817-7711.