



## 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 the 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.
- **You Withdraw or are Withdrawn from the Calgary Board of Education:** Once your program has begun as per the Duration of Program (study) dates on the letter of acceptance, no refund will be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. Semester two refunds will not be granted on full year enrolments.
- **Late Arrivals:** When a student arrives late, there will be no refund for the time period missed.

Refunds may also be issued to those who meet certain qualification criteria under the Education Act (Alberta). Applicants are required to submit documentation for evaluation and verification before **September 27 of the school year** to:

CBE Welcome Centre  
1221 – 8 Street SW, Calgary, AB  
Phone: 1-403-817-7789; e-mail: [welcome@cbe.ab.ca](mailto:welcome@cbe.ab.ca)

No refunds will be considered after September 27 of the school year.

If you are eligible for a refund based on our refund policy, submit the Tuition Refund Request Form to [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca).

### Notes:

- The application fee is non-refundable.
- All refunds are subject to a \$250 refund processing fee.
- Health insurance fees are non-refundable after policy start date; note that health insurance is automatically cancelled at the time of withdrawal.
- Full year fees are due at the time of registration.
- Tuition is refunded by the same method of payment and to the same person who originally paid.

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.

## 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](mailto: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.