



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.
- **Parent's Immigration Status Changes** (and meets eligible criteria):
 - Proof must be presented to the CBE Welcome, 1221 – 8 Street SW, Calgary, AB, Phone: 1.403.817.7789
 - Full tuition refund for September to June program if proof submitted before September 30 of the school year. No refunds after September 30.
- **You Withdraw or are Withdrawn from the Calgary Board of Education:** Once your program has begun as per the Duration of Program (study) dates on the letter of acceptance, no refund will be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.

Subject to a \$250 refund processing fee; health insurance is non-refundable after program start date.

Families will be required to pay full year fees at the time of registration.

Please note: The original application fee is not refundable. Also, tuition can only be 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.

- 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.