

**PLEASE READ CAREFULLY**

**REFUND POLICY AND PROCEDURES**

- Every cancellation or refund request must be submitted to the school in writing. Refund requests will be processed within 45 days.
- Processing, mailing, custodianship, accommodation placement, credit card and bank fees are non-refundable.
- Any changes to start date or schedule must be informed to the school in writing at least 30 days before the scheduled start date. Any absences or changes to start date due to illness must also be informed in writing.
- Tuition fees are valid for a period of 12 months and can be transferred to a later date, up to 12 months after the initial start date, if a written request is made before the course has started. Fees are non-refundable after this 12-month period. The validity of fees can only be extended by the explicit authorization of the school on a new letter of acceptance.
- If your Study Permit or Visa is denied, MILC will retain \$260 and all other applicable fees. You will need to provide a copy of the official visa rejection letter.
- If you cancel before your program starts, the following amounts will be retained:
  - Less than 7 days after your registration and before the program start date: 10% of your tuition fees.
  - 30 days or more before the program start date: 25% of your tuition fees.
  - Less than 30 days before the program start date: 40% of your tuition fees.
- If you cancel or are dismissed from MILC after your program starts, the following amounts will be retained:
  - Less than 10% of program completed: 50% of your tuition fees.
  - 10-30% of program completed: 70% of your tuition fees.
  - More than 30% of program completed: 100% of your tuition fees (no refund).
- No refund will be granted to a student who is dismissed from the program due to false documents, or due to a breach of law, policy or regulation as determined by the Canadian government. If you withdraw from the course, you will need to demonstrate that you are leaving the country or provide present proof that you have re-applied for a visa and that your stay in the country is lawful. The Canadian Federal Government may require MILC to submit data about your school attendance.
- If you have signed up for language courses in addition to a program at LaSalle College or Inter-Dec College and you have obtained a visa with the help of a letter of acceptance from MILC and/or a conditional letter of acceptance and you decide to cancel your language course, MILC will retain all applicable fees plus 10% of your tuition fees. The remaining balance will be transferred directly to LaSalle College or Inter-Dec College.
- If you cancel your accommodation placement 29 days or less before the start of the program, you will receive a full accommodation refund minus the placement fee, custodianship fee (where applicable), and one (1) month's accommodation host allowance.
- If you cancel your accommodation arrangements after the placement period has started, a 10% penalty fee will be applied to any and all unused months or weeks excepting the current month. There will be no refund for the current month.
- If you change the date of arrival and Airport Reception (pick up), or want to cancel the service, a notification in writing must be received at least 3 days before the scheduled arrival date. If on the day of arrival there is a change of flights and the arrival time changes, or if the flight is delayed, you are responsible for contacting the school or the host family directly to inform them of the change. Failure to do so may result in no pick-up, as well as the loss of the reception fee.

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