



Tuition Refund Policy – Approved Program Windsong College of Healing Arts 2021

This is a sample policy. Prior to being adopted, it must be modified to ensure it is appropriate for use by the institution.

<u>Windsong School of Healing Ltd./Windsong College of Healing Arts</u>	<u>02056</u>
Name of Institution	Institution Number
Tuition Refund Policy	September 1, 2021
Name of Policy	Effective Date
	June 8, 2021
	Revision Date
<u>Certified Holistic Health & Shiatsu Practitioner or Esthetics and Spa Therapist “Approved Program”</u>	
Name of Program	

Definition of Terms:

1. Windsong School of Healing Ltd/Windsong College of Healing Arts is hereafter referred to as “Windsong School of Healing Ltd.”
2. Certified Holistic Health & Shiatsu Practitioner and or Esthetics and Spa Therapist are hereafter referred to as the “Approved Program”.

1. If **Windsong School of Healing Ltd.** receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the Approved Program in which the student is enrolled if:
 - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - b. the student, or the student’s parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student’s parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. Windsong School of Healing Ltd. will refund the tuition for the Approved Program in which the student is enrolled and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, Windsong School of Healing Ltd. may retain up to 50% of the



Tuition Refund Policy – Approved Program Windsong College of Healing Arts 2021

tuition paid under the student enrolment contract unless the program is provided solely through distance education.

4. Unless the Approved Program is provided solely through distance education, if Windsong School of Healing Ltd. receives a notice of withdrawal from a student:
 - a. after the contract start date
 - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 - iii. and after 30% but before 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 75% of the tuition due under the student enrolment contract.
 - iv. and after 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition due under the student enrolment contract.
5. Unless the Approved Program is provided solely through distance education, if Windsong School of Healing Ltd. provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - a. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 - c. after 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition due under the student enrolment contract.
6. If Windsong School of Healing Ltd. provides the Approved Program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract, or



Tuition Refund Policy – Approved Program Windsong College of Healing Arts 2021

- c. the student has completed and received an evaluation of his or her performance for over 50% of the hours of instruction to be provided during the contract term, the institution may retain 100% of the tuition due under the student enrolment contract.
7. Windsong School of Healing Ltd. will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - a. of the date Windsong School of Healing Ltd. receives a student's notice of withdrawal,
 - b. of the date Windsong School of Healing Ltd. provides a notice of dismissal to the student,
 - c. of the date that the registrar provides notice to Windsong School of Healing Ltd. that the institution is not complying with section 1(c) or 2 of this policy, or
 - d. after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to Windsong School of Healing Ltd., sections 1(a), 1(b), 4, 7, **Error! Reference source not found.** and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,
 - b. or the Approved Program is provided solely through distance education.
10. Windsong School of Healing Ltd. provides an application without fees process to student acceptance at Windsong College of Healing Arts and does not require fees to be paid for Approved Programs prior to the Enrolment Contract which is issued and signed within 7 days of the start date of the program.
11. Individual Courses from the Approved Program are delivered under the Tuition Refund Policy contained herein.