

OVCMT Refund Policy

The tuition and fee refund policy is subject to the minimum requirements set out under the Private Training Act. In the event that the terms of this policy conflict with or are silent on a matter addressed under this Act, those under the Act will prevail.

The tables and information below show the circumstances in which tuition must be refunded. Note: The effective contract date for a student enrolment contract is the later of:

- The date the student or representative of the student signed, or
- The date the institution signed.

Circumstance	Tuition Refund Entitlement
<ul style="list-style-type: none"> • A student is enrolled in an approved program: <ul style="list-style-type: none"> o Without having met the admission requirements, and o Without having misrepresented his/her knowledge or skills when applying 	100% tuition refund and a 100% refund of all fees
<ul style="list-style-type: none"> • A student (other than a distance education student) does not attend the first 30% of the program 	Institution may retain up to 50% of the tuition
<ul style="list-style-type: none"> • The institution does not provide all the work experience hours of a program within 30 days of the contract end date, and • The student does not attend the work experience. 	100% tuition refund
Work experience-relate refund: No refund needs to be issued if an institution offers a work experience component and a student does not attend or if a student fails to meet the criteria to complete the work experience program (e.g. by failing a class). Circumstance	Tuition Refund Entitlement
Institution receives a notice of withdrawal from a student, or an international student delivers a refusal of study permit:	
<ul style="list-style-type: none"> • No later than seven days after the effective contract date, and • Before the program start date. 	100% tuition refund

<ul style="list-style-type: none"> • Between the date the contract was signed and the start date of the program, where that period is less than seven days 	100% tuition refund
<ul style="list-style-type: none"> • More than seven days after the effective contract date, and at least 30 days before the program start date 	Institution may retain up to 10% of tuition, to a maximum of \$1,000
<ul style="list-style-type: none"> • More than seven days after the effective contract date, and • less than 30 days before the program start date 	Institution may retain up to 20% of tuition, to a maximum of \$1,300
<ul style="list-style-type: none"> • After the program starts, but before 11% of instruction hours have been provided 	Institution may retain up to 30% of tuition
<ul style="list-style-type: none"> • After the program starts, and after 10% but before 30% of instruction hours have been provided 	Institution may retain up to 50% of tuition
Institution delivers a notice of dismissal to a student:	
<ul style="list-style-type: none"> • Before 11% of the instruction hours have been provided 	Institution may retain up to 30% of tuition
<ul style="list-style-type: none"> • After 10% but before 30% of the instruction hours have been provided 	Institution may retain up to 50% of tuition
Student withdraws or is dismissed from a distance-education-only program:	
<ul style="list-style-type: none"> • When the student has received an evaluation for completing up to 30% of the program 	Institution may retain up to 30% of the tuition
<ul style="list-style-type: none"> • When the student has received an evaluation for completing 30% to 50% of the program 	Institution may retain up to 50% of the tuition