



TUITION REFUND POLICY

1. INTERNATIONAL STUDENTS:

(Include students who received visa using the LOA issued by UMC)

1.1) UMC may retain the lesser of 25% of total fees or CAD\$200.00 from students who are denied an entry Visa and/or Study Permit. The student or legal guardian must provide written notification of the situation to UMC and provide documentation of the circumstances seven (7) business days before the program starts.

1.2) After the approval of an entry visa and/or study permit using the LOA from UMC by the Canadian Authority, NO refund will be made if an applicant does not come to Canada on account of personal reasons and/or does not study the applied course. 1.2.a) When an international student enrolled with UMC on the basis of a study permit either withdraws from or is dismissed by UMC, UMC will notify Citizenship and Immigration Canada within fourteen (14) calendar days that the student has either withdrawn or been dismissed

2. NON-INTERNATIONAL STUDENTS:

(Include but not limited to students who holds study permit/entry visa without using the LOA issued by UMC and/or permanent residents)

2.1) Refunds will be given before the program of study starts:

2.1.a) If written notice of withdrawal is received by UMC no less than seven (7) days after the contract is made and before the program start date UMC may retain the lesser of 25% of the total fees or CAD\$500.00 after deducting CAD\$200.00 as a non-refund administration fee. 2.1.b) If written notice of withdrawal is received by UMC thirty (30) or more days before the program start date UMC may retain 25% of the total fees after deducting CAD\$200.00 as a non-refund administration fee. 2.1. c) If written notice of withdrawal is received by UMC less than thirty (30) days before the program start date, UMC may retain 40% of the total fees.

2.2) Refunds after the program of study starts:

If written notice of withdrawal is received by UMC, or if a student is dismissed within the first week of classes, then the student is eligible for a refund of 50% of the total tuition fee minus CAD\$200.00 as non-refund administration fee. No tuition refunds will be granted after 4:00p.m. on Friday of the first week.

3. REFUND PAYMENT:

Refund owed to students pursuant to sections 1 and 2 will be paid after fourteen (14) days, but within thirty (30) days of receiving written notice of withdrawal from the student, or within thirty (30) days of UMC issuing written notice of dismissal.

4. DEFERRED ACCEPTANCE

If you cannot begin in the month applied for, the tuition and registration fees are transferable to a later month for up to 6 months, provided that the school is notified 30 days before the first day. In such case, another official Letter of Acceptance showing such an extension can be obtained from the Admission Office for a fee of \$100 (in Canadian Currency).

UMC HOMESTAY FEES REFUND POLICY:

- The Homestay Placement Fee is non-refundable under all circumstances.
- All Homestay Fees minus placement fee will be refunded if a study permit/ entry visa is denied and the student provides UMC with written notification as outlined in the UMC Refund Policy.
- If a student withdraws from a homestay, in writing, 30 days prior to the Homestay commencement date, all Homestay fees will be refunded minus the placement fee.
- If a student withdraws from a Homestay, in writing, before, but less than 30 days prior to the commencement of Homestay, all Homestay Fees will be refunded except fees for the first 2 weeks of the Homestay and the Homestay placement fee.
- If a student withdraws or is dismissed from a Homestay, in writing, after commencement of the Homestay term with less than 30 days notice, all Homestay Fees will be refunded except fees for the 2 weeks and the amount calculated on a daily rate basis from the start date to the date of cancellation.
- If notice to transfer or cancel exceeds 4 weeks, all remaining unused Homestay Fees will be refunded.
- There will be a CAD\$25 Homestay Move Fee for any changed homestay, unless otherwise approved by the UMC Director responsible for Homestay.
- If a student requests to transfer to a different homestay family, the Homestay Move Fee will be charged and fees for the next 4- week contract period may be charged unless otherwise approved by the UMC Director responsible for Homestay.
- A student will be dismissed from a homestay if he or she has violated Canadian laws and/or UMC Homestay Regulations without any refund.
- Refunds will be issued within 30days of receiving written notice and only upon presentation of the original receipt. If a student was registered by a representative or the recruiter, the refund will be sent to the representative or a recruiter.

DISMISSAL POLICY

The following may be causes for the immediate dismissal of a student:

- Possession of illegal or dangerous drugs or weapons
- Cheating, plagiarism, stealing, or forgery
- Theft or non-accidental destruction of school property
- Lewd, indecent, or obscene behavior on school property
- Verbal and Physical abusive behavior toward other students or school staff

To be considered for a refund, a student must submit a written notice of withdrawal to UMC. Verbal notices are not considered. The policy applies to tuition only. **Application fees, airport reception fees, custodian letter fee and medical insurance are non-refundable. The school will not withhold student's passport, study permit, or any similar documents under any circumstances.**

Toronto ESL Main Campus:
5075 Yonge St. 5th Floor
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Advanced Learning Centre:
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UMC High School :
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