

# JOHNATHAN ACADEMY

SECTION	Business and Finance Administration
POLICY NAME	School Fee Refund Policy
POLICY NUMBER	201
DATE CREATED	January 31, 2020
DATE REVISED	
DATE IMPLEMENTED	September 1, 2020

## **RATIONALE:**

Johnathan Academy is an independent secondary school specializing in offering a British Columbia graduation program of studies to international students. By applying to study at Johnathan Academy, the student begins the process of registering at the school to complete his/her high school education. Because the number of places offered by the school is limited, and because the competition to get placement in the school is highly competitive, a policy must be in place to ensure that the student and the school are financially protected if either party is not able to complete their commitment. This Tuition Refund Policy is designed to protect the student and the school.

This policy will be made available to families before any fees are paid and will be published online or otherwise made available on request.

## **POLICY:**

A student is considered to have entered into a contract with the school when the student's application for admission has been accepted by the school. To be considered for a refund, a student must submit a written notice of withdrawal signed by the student and his/her parent/guardian. Tuition refunds will be issued to students or their parents/guardians, where appropriate.

Students who have been issued an Official school letter (Official Letter of Acceptance, Temporary Resident Visa Letter, or Re-entry Letter) are not eligible for a 100% tuition refund, even if the original document is returned to the school. Application Fees and the Optional Applicable Fees are not refundable. Tuition Fee refunds will be based on the following procedures.

## **PROCEDURES:**

1. In the first year of operation, if the school fails to obtain or maintain Group 4 Classification from the Ministry of Education, the school will reimburse 100% paid tuition if the student has not yet begun classes for the semester or a prorated percentage amount based on the weeks of completed study during the semester.
2. If a student is denied a Study Permit authorization from Citizenship and Immigration Canada, the school will refund the student 100% tuition refund if the following three criteria have been met:
  - a. The student applied for a Study Permit authorization from Citizenship and Immigration Canada within 30 days of receiving the official letter of acceptance from the school,
  - b. Official documentation of the visa refusal is provided to the school,
  - c. Students request the refund within one year of the date of the school's official letter of acceptance

3. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw 30 days prior to the first day of classes in a given school year, the school will retain 30% of the tuition fee paid and refund the balance for the 1<sup>st</sup> Semester and 100% for the 2<sup>nd</sup> Semester.
4. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw under 30 days before the first day of classes, the school will retain 50% of the 1<sup>st</sup> Semester fees and will refund 50% of the balance of the 1<sup>st</sup> Semester and 100% of the 2<sup>nd</sup> Semester fees paid.
5. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after school has started, within the first 30 days of the Semester, the school will retain 70% of the 1<sup>st</sup> Semester fees and will refund the balance and 100% of the 2<sup>nd</sup> Semester fees.
6. If a student gives notice in writing by registered mail or in person to the school of his/her intention to withdraw after the first 30 days of the Semester, the school will retain 100% of the 1<sup>st</sup> Semester fees and will refund 50% of the 2<sup>nd</sup> Semester fees.
7. If a student is dismissed at any time during the Semester, the school will retain 100% of that Semester's fees and 50% of the 2<sup>nd</sup> Semester fees.

**NOTE:**

The Inspector of Independent schools expects start up schools with interim group for certification to have access- without recourse to the group for independent school bond - to enough cash on hand to provide fee refunds in the event that the school fails to open, fails to receive certification after an initial external evaluation inspection, or otherwise closes during its first year of operation. Ministry of Education administration of a Group 4 independent school bond for the purpose of providing partial refunds can be a lengthy process, taking up to 40 months, and parents should not rely on partial refunds derived from this bond for any payment required before this time. (e.g., Parents should not rely on the partial refund coming from the bond to pay fees at another school)

**RESPONSIBILITIES:**

1. The student and his/her family are responsible for applying for a Study Permit within 30 days of receiving the acceptance letter from the school.
2. The student and his/her family are responsible for applying for a refund within one year of the date of the school's official letter of acceptance.
3. The school is the first point of contact for refunds. All refunds are the responsibility of the school Authority in accordance with this policy.
4. The school will maintain sufficient funds on hand to make refunds available to students upon unexpected closure of the school.
5. In the case where the school closes and refunds are not provided by the school, the student and his/her family may apply to the Ministry of Education for a prorated refund under the provisions of the Independent School Regulation and the Bonding At. These refund amounts will be paid from the school's Bond that is posted with the Ministry of Education for this purpose.
6. The Independent Schools Act does not provide the Inspector of Independent Schools or the Ministry of Education with a role in routine refunds.