

## Refund Policy

### Tuition Refund

#### Rejection by Citizenship and Immigration Canada (CIC)

Students who are unable to obtain the necessary permits to enter Canada will receive a 100% refund to tuition fees, less the \$250 registration fee. The school must receive written notification of the cancellation by completing a cancellation/refund request form available from the school and send a copy of the letter of rejection from Citizenship and Immigration Canada before the refund will be processed. Cancellation Policy

The registration fee is non-refundable. In the event that a student must cancel their program, the school must receive written notification of the cancellation by completing a cancellation/refund form available from the school. Refunds are processed according to the terms below:

% Program Completed	% Tuition Refunded	* Start date refers to the first day at ALRA not individual program start dates. ** Please note that the percentages are based on complete weeks. Students that request a refund mid-week will have the calculations based on the following week.
Cancellations 30 days or more before the start date	70% (minus registration fee)	
Cancellations less than 30 days before the start date	60% (minus registration fee)	
0 - 15% of the program duration	50% (minus registration fee)	
16% - 24% of the program duration	30% (minus registration fee)	
Over 25% of the program duration	0%	

### Accommodation Refund

The Homestay Registration and Placement fees are non-refundable. Students must notify the school at least two weeks in advance in order to obtain a refund for unused homestay fees.

#### 1. Cancellation Prior to Arrival

a) If the student cancels within 2 weeks prior to arrival, the homestay registration fee and two weeks homestay will be charged.

b) In the event that the student does not arrive to homestay, the 4-week homestay fee will be applied.

2. Cancellation After Arrival Students are expected to provide 30 days notice of withdrawal from the homestay program. Students who withdrawal after arrival will not receive a refund of the Homestay Registration Fee, or the remainder of the homestay session (4 weeks). Students are welcome to stay with the host throughout the notice period.

3. Cancellation Due to Visa Denial If a student cancels because of a visa denial, the registration fee will be refunded, along with the homestay meal plan after the visa refusal letter is submitted to the School. Conditions of Enrollment reserves the right to refuse any undesirable registration. The School reserves the right to change start dates, programs, and course content at any time and without prior notice. Fees, dates and conditions listed in this brochure are subject to change without prior notice. Courses are available based on enrollment.

A & L Royal School and its directors and shareholders accept no responsibility whatsoever for any loss or damage to the personal belongings or property of student or program participant or for any injury to or death of a student or program participant occurring on or off school property.

Students must comply with the rules of the school as per the Student Handbook. Failure to comply with the rules of the school may result in dismissal.

Neither A & L Royal School nor its representatives are liable in cases where A & L Royal School is unable to fulfill any services to which they are contractually bound because of weather, labour disputes, or other reasons which are beyond their control.