

WILLIAM ACADEMY

REFUND POLICY

Please be advised that no refund will be granted once an Official Letter of Acceptance (LOA) has been issued and the student has obtained an initial or renewed Study Permit based on William Academy's Official LOA. This includes withdrawals from the program for any reason, unless otherwise specified in this policy.

William Academy will grant tuition refunds only under the specific circumstances outlined below. All refund requests must be submitted in writing by the student or parent/legal guardian. Please note that the application fee of CAD \$300 is non-refundable.

1. Before the Start of School

Tuition fees will be refunded only if a student's application for an initial or renewed Study Permit is refused by Immigration, Refugees and Citizenship Canada (IRCC), and all required documentation is submitted within the timeframe outlined below. This policy applies to new, deferred, and returning students.

Required Documentation

The following documents must be submitted within sixty (60) calendar days of the date shown on the original IRCC refusal letter:

- A copy of the original IRCC refusal letter;
- A copy of the William Academy Official Letter of Acceptance (LOA);
- A copy of the original tuition payment receipt.

Important Notes

- No refund will be processed if any required document is missing, incomplete, or submitted after the deadline.
- If a student's deferral request has previously been approved, a new IRCC refusal letter must be submitted to qualify for a refund.
- The application fee of CAD \$300 is non-refundable under all circumstances.

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2. After the Start of School

Withdrawal or Transfer

Students who withdraw from or transfer out of William Academy after the commencement of classes are not eligible for any refund of tuition, residence, meal plan, or other fees.

Discharge, Expulsion, or Termination of Status

William Academy reserves the right to discharge or expel students, terminate their status, or require them to withdraw from the school if they are found to be in violation of the school's Code of Conduct, policies, regulations, or disciplinary requirements, including the school's zero-tolerance policy regarding drugs and substance abuse.

Students who are discharged, expelled, or whose status is terminated must vacate any school residence within three (3) days.

All tuition, residence, meal plan, and other fees paid for the current and any subsequent semester(s) are non-refundable if a student is discharged, expelled, or has their status terminated.

3. Residence and Meal Plan Fees

Students who voluntarily move out of residence before the end of their residence term are not eligible for any refund of residence or meal plan fees.

William Academy reserves the right to remove a student from residence if the student fails to comply with residence rules and regulations. In such cases, no refund of residence, meal plan, or other fees will be provided.

