

International Academy Health Education Centre

International Academy of Natural Health Sciences
International Academy of Traditional Chinese Medicine

Tuition Refund Policy 01006

Tuition Refund Policy:

This policy replaces any previous policy and is in effect October 1st 2006.

The principal objective of the policy is to be **'equitable to all students'**.

In order to avoid a decision being considered 'subjective' in nature, the reason for withdrawal must not be a consideration factor. It is only a matter of the student providing written notice to withdraw from a course and at what point he/she elects to do so.

A determining factor in the refund calculation will be the number of completed hours within a subject. This is defined as the amount of class hours that have been presented by the Academy and not the number of hours the student has attended in the course/subject.

Step 1: Withdrawal Letter

- In order to withdraw from a registered subject and request a refund, the student must give **written notice** (by hand delivered letter , registered mail, fax or email).
- The letter is to be addressed to the Registrar/Executive Director for the particular school in which the student is registered and list the course/subject(s) pertaining to the request.
- The date for calculating the refund will be the date that the written notice is received by the IAHEC Registrar/Executive Director.
- Verbal or telephone notification is not permitted. The student will continue to be considered as 'enrolled' until such time that written notice is received. Verbal notification to any member of staff, faculty or other person will not be accepted.
- To determine which refund policy to apply, there are two channels to be considered:
 - (1) **Student is Registered on an individual module/subject basis and paying on a per module plan**
 - (2) **Student is Registered** in a Certificate or Diploma Program and is paying under a Fixed Price Agreement

**(1) Student is Registered on an individual module/subject basis and paying on a per module plan
Subjects/Modules up to 24 Hours in Length**

Step 2: Stage of Withdrawal

(A) Prior to 7 days before the start of a subject:

- **Application Fee** (if one): - No refund
- **Registration Fee** (if one): - Full refund less any costs for books, class notes or supplies not returned in their original condition at the time of withdrawal.
- **Tuition Fee:** - Full refund or transfer of financial credit, as selected by the student.

(B) Within 7 days and the start of the subject:

- **Application Fee** (if one): - No refund
- **Registration Fee** (if one): - Full refund less any costs for books, class notes or supplies not returned in their original condition at the time of withdrawal.
- **Tuition Fee:** - Full Refund less 20% of the tuition fee for the subject.

(C) Once presentation of the subject has commenced:

(1) up to 50% of the scheduled class hours have been presented:

In a 24 hour course, this represents anytime after the completion of 12 hours of subject presentation by the Academy. For courses other than 24 hours, it would represent any amount over 1/2 of the scheduled hours, except for courses 6 hours or less, presented on the same day.

For a course of 6 hours or less and presented on the same day, there is no refund once the class has started.

- **Application Fee** (if one): - No refund
- **Registration Fee** (if one): - Full refund less any retail costs for books, class notes or supplies not returned in their original condition at the time of withdrawal
- **Tuition Fee:** A prorated refund will be made, less a withdrawal fee of 20% of the tuition fee originally paid. Once a course/subject has started, the 20% withdrawal fee, up to a maximum of \$500.00, will apply to all withdrawals in this category.

E.g.1 Student withdraws after 4 hours of a 24 hour course and the tuition fee was \$205.00.

The student refund would be calculated as follows:

(i) $4/24 = .17\%$ of the course. $\$205.00 \times .17 = \34.85

(ii) **Withdrawal Fee** = 20% of Tuition Fee
 $\$205.00 \times .20 = \41.00

Refund to student would be:

$\$205.00$ less $\$34.85$, less $\$41.00 = \129.15

E.g.2 Student attends the first day of a 2 day course comprising 12 hours, does not withdraw in writing on day 1 and elects not to attend day 2: - no refund would apply.

(2) **50% or more of the scheduled class hours have been presented:**

In a 24 hour course, this represents anytime after the completion of 12 hours of subject presentation by the Academy. For courses other than 24 hours, it would represent any amount over ½ of the scheduled hours, except for courses less than 6 hours presented on the same day.

(For a course of 6 hours or less and presented on the same day, there is no refund once the class has started.)

- **Application Fee** (if one): - No refund
 - **Registration Fee** (if one): - Full refund less any costs for books, class notes or supplies not returned in their original condition at the time of withdrawal
- **Tuition Fee:** No refund.

(3) In certain situations, a course may be offered for which there are financial commitments made on behalf of the students. If the student withdraws within 14 days prior to the start of the course there will no refund. It will be clearly stated on the semester course calendar there is no refund by the Academy.

(4) For courses held at the IAHEC and conducted by private contractors, who have rented IAHEC facilities, the refund policy will be specific to the contractor and the IAHEC is not responsible for refunds in any way.

(2) Student is Registered in Certificate or Diploma Program and is paying under a Fixed Price Agreement

The Academy may offer a fixed price arrangement for the completion of a certificate or a diploma. In this situation the student has entered into a long term payment arrangement and has either paid a lump sum upfront or is paying a fixed amount per month. The Academy has agreed to provide the full course of instruction for a fixed tuition fee amount and it is not subject to inflation or tuition fee increases.

In the event a student withdraws from the program, the “then current Early Bird Price” for each subject will be applied to the contract in determining the refund. If the Early Bird Price has increased since the agreement was signed, the increased rate will apply only to the subjects taken since that date, and the previous EB Price will apply to the first group of subjects.

The refund policy for students in this category is as follows:

Step 1: Withdrawal – as stated previously under (1) Student is not registered under a Fixed Price Agreement.

Step 2: Stage of Withdrawal – (A) and (B), - as stated previously under (1) Student is not registered under a Fixed Price Agreement.

Step 2: (C) Withdrawal

(C i) Withdrawal from Certificate or Diploma Program

(Cii) Withdrawal from Individual Subject/Module

but not from the Certificate or Diploma Program

(C i) Withdrawal from Certificate or Diploma Program

Once the certificate or diploma course is started and the time frame for completion is open ended.

Application Fee: – No Refund

Registration Fee: Amount paid less: the retail cost of textbooks, class notes, supplies and an insurance fee of \$25. per month between the start of the first subject and the date of withdrawal.

Tuition Fees: The policy is as previously stated **except:**

1. The amount used for the calculation of tuition fee cost for each subject would be the regular published tuition fee rate in place for the Early Bird registration, during the period the subject occurred
2. The minimum amount of time is 1 week, which represents the total number of hours to be presented during the week of withdrawal, Monday to Sunday.

Sample Calculation follows:

Student has completed 6 of 14 modules and withdraws from the program during the 7th module, after 4 hours. The first 3 subjects were taken during a period when the Early Bird rate was \$205. The balance, including #7, were taken when the Early Bird price was \$220.00

Total Tuition Fees Paid under agreement to date of withdrawal:	\$1600.00
(i) Tuition Fee Cost for module #7	
$\$220 \times .17 = \37.40	
$\$220 \times .20 = \44.00	
\$81.40	(\$81.40)
(ii) Tuition Fee Cost for first 3 modules	
$3 \times \$205.00 = \615.00	
Tuition Fee Cost for next 3 modules	
$3 \times \$220.00 = \660.00	
$\$615.00 + \$660.00 = \$1275.00$	(\$1275.00)
(iii) Tuition Refund due to student	\$ 243.60

(iii) Registration fee(when applicable):

Registration Fee Paid: \$1500.00

(i) Textbooks supplied	\$ 425.00	
(ii) Class Notes (4x\$25.)	\$ 100.00	
(iii) Supplies/Academy Wear	\$ 275.00	
(iv) Insurance Fee (5x\$25)	\$ 125.00	(\$925.00)
Registration Refund		\$ 575.00

Step 2: (Cii) Withdrawal from Individual Subject/Module but not from the Certificate or Diploma Program.

- The tuition refund policy and calculation is the same as
(1) Step 2: B & C 1,2,3,4
- The cost of pro-rated time and withdrawal fee is then added to the student's individual financial account, as an addition to the total amount to be paid under the original agreement.

E.g. Student registers for a subject and then withdraws within 7 days of the subject commencement:

Student is assessed 20% of tuition fee for the subject and it is added to the student's financial account. The tuition fee rate used is the same as,

(2) Step 2: C (i) previously set out.

$\$205 \times .20 = \41.00 – this amount would be added to the student's financial account.

E.g. Student withdraws after 4 hours of subject completion:

Student is assessed 20% of tuition fee and the prorated time of classes presented: $\$205.00 \times .17 (\$34.85) + \$205.00 \times .20 (\$41.00) = \$75.85$ – this amount would be added to the student's financial account.