

## REFUND POLICY – INSTRUCTOR RATING

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Southern Interior Flight Centre

**Student Refund Policy – Instructor Rating**

May 28, 2021

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Name of Policy

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Implementation Date

**Flight School Director**

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N/A

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Position(s) Responsible

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Date of Last Revision

**Policy:**

Southern Interior Flight Centre is committed to ensuring students who withdraw or are dismissed from a program receive a refund based on the following criteria.

**Procedure:**

Instructor Rating Program	Refund Due
<b>Before program start date, SIFC receives notice of withdrawal</b>	
No later than seven days after student signed the enrolment contract, and Before the program start date.	100% tuition and all related fees, other than application fees. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials
At least 30 days before the later of: a) The program start date in the most recent letter of acceptance b) The program start date in the enrolment contract	SIFC may retain up to 10% of tuition, to a maximum of \$1,000.00
More than seven days after the student and SIFC signed the enrolment contract, and Less than 30 days before the later of: a) The program start date in the most recent letter of acceptance b) The program start date in the enrolment contract	SIFC may retain up to 20% of tuition, to a maximum of \$1,300.00

<b>After program start date, SIFC receives a notice of withdrawal</b>	
After the program start date, and up to and including 10% of instruction hours have been provided	SIFC may retain up to 30% of tuition
After the program start date, and after more than 10% but before 30% of instruction hours have been provided	SIFC may retain up to 50% of tuition
<b>After program start date, SIFC delivers a notice of dismissal to a student</b>	
Up to and including 10% of instruction hours have been provided	SIFC may retain up to 30% of tuition
More than 10% but less than 30% of the instruction hours have been provided	SIFC may retain up to 50% of tuition
<b>Student Does Not Attend - No Show</b>	
A student does not attend the first 30% of the program	SIFC may retain up to 50% of tuition