

## ***SEAT RESERVATION, ACQUISITION and CANCELLATION POLICIES***

### Seat Reservation:

- (a) Registration form and fees are required by the Institution for a applicant to be considered a student with our Institution.
- (b) Only a student registered with our Institution my reserve a seat in one of our available programs.
- (c) If no registration form or fee is received by the Institution a seat WILL NOT BE HELD. All seats are reserved on a first come first serve basis.

### Seat Acquisition:

- (a) A student who has registered and reserved a seat in their requested course MUST pay 50% of their course tuition thirty 8 weeks prior to the start of their requested program in order to officially acquire their seat.
- (b) Subject to subsection a) if a student has not arranged payment for 50% of their tuition by thirty 8 weeks prior to the start of their requested program the reserved seat may be forfeited.
- (c) A student who forfeits their seat reservation will have their registration fee retained by the institution.
- (d) A seat that is considered forfeit will automatically filled by another student.

## ***REFUND POLICIES***

### Refunds before the program of study starts:

- (a) If written notice of withdrawal is received by the Institution, 8 weeks or more before the start of a program of study, the institution may apply the non- refundable registration fee toward THE FOLLOWING SEMESTER ONLY.
- (b) Subject to subsection (a), if written notice of withdrawal is received by the institution less than 8 weeks before the start of a program of study, the Institution will retain the total Registration Fee due under the contract.

### Refunds after the program of study starts:

- (a) If written notice for withdrawal is received by the institution, or a student is dismissed within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.
- (b) Subject to subsection (a), if written notice for withdrawal is received by the institution, or a student is dismissed, after 10% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.
- (c) If a student withdraws or is dismissed after 30% of the program of study's duration, NO refund is given.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

please return this page with registration