



Capernwray Harbour Bible Centre TUITION REFUND POLICY – FULL YEAR

BIBLE SCHOOL DEPOSITS constitute a guarantee of space and are non-refundable for withdrawals prior to registration.

TUITION REFUNDS for withdrawals after registration:

<u>Refund factor for withdrawals...</u>	<u>% of Tuition DUE</u>	<u>% of Tuition REFUNDABLE</u>
Within the first 3 days (including registration day):	Deposit only	Full Tuition minus Deposit
Between Day 4 and end of the 2 nd Week:	10%	90%
Between end of the 2 nd Week and 1st Mid-Term Break:	30%	70%
Between 1st Mid-Term Break and Christmas Break:	Fall Term Tuition	Full Year minus Fall Tuition
Between Christmas Break and 2nd Mid-Term Break:	80%	20%
After 2nd Mid-Term Break:	100%	0%

For refunds to be considered written notice must be received from the student indicating intention to withdraw. Refunds will be calculated from the date this written notice is received.

Should there be a disciplinary period of time in which a student is sent away from the centre there will be no refund for that period of absence. If the student is permanently released from their studies, refunds will be calculated as of their departure date using the formula above.

The withdrawing student will be notified of this Refund Policy and that they need to submit a written notice to the office. Further information can be requested from the Financial Manager.

Regarding Cessation

In the unlikely event Capernwray Harbour Bible Centre must cease operations resulting in undelivered programs, tuition refunds will be prioritized over balances owed to other creditors.



Capernwray Harbour Bible Centre TUITION REFUND POLICY – FALL or WINTER/SPRING SEMESTER

BIBLE SCHOOL DEPOSITS constitute a guarantee of space and are non-refundable for withdrawals prior to registration.

TUITION REFUNDS for withdrawals after registration:

<u>Refund factor for withdrawals...</u>	<u>% of Tuition DUE</u>	<u>% of Tuition REFUNDABLE</u>
Within the first 3 days (including registration day):	Deposit only	Full Tuition minus Deposit
Between Day 4 and end of the 2 nd Week:	20%	80%
Between end of the 2 nd Week and Mid-Term Break:	55%	45%
After Mid-Term Break:	100%	0%

For refunds to be considered written notice must be received from the student indicating intention to withdraw. Refunds will be calculated from the date this written notice is received.

Should there be a disciplinary period of time in which a student is sent away from the centre there will be no refund for that period of absence. If the student is permanently released from their studies, refunds will be calculated as of their departure date using the formula above.

The withdrawing student will be notified of this Refund Policy and that they need to submit a written notice to the office. Further information can be requested from the Financial Manager.

Regarding Cessation

In the unlikely event Capernwray Harbour Bible Centre must cease operations resulting in undelivered programs, tuition refunds will be prioritized over balances owed to other creditors.