

British Columbia Helicopters Ltd

Tuition Refund Policy



Tuition Refund Policy:

Payment Schedule

A deposit of \$1000.00 is required to hold a training slot, which will be applied to a block of flight time or tuition. The balance of tuition is due upon commencement of the training program. Equipment utilization is conducted on a pay as you go basis with no obligatory prepayment required. Students usually purchase a block of ten flight hours at a time. Once the balance is at \$0.00, another block of flight time is purchased. The account is charged by the hourly rate of the aircraft. Only tuition is covered under the *Private Training Act Student Tuition Protection Fund* in the event of a school failure. Any other funds prepaid to the school are not covered under this program and it is recommended to students to not prepay more than tuition amounts. The school policy is not to extend credit to the students. Each student will be provided an exact breakdown of training material and ground school costs. Each student has access to their account listing so that he/she is fully aware of his/her account balance. There may be a fuel surcharge in the event of rising fuel costs which will increase the hourly cost of equipment utilization.

To maintain compliance with the *Ministry of Advanced Education, Skills and Training*, it is our policy that we do not accept large cash transactions more than \$3,000.00 per calendar month.

Refund Policy

- a. A student may be entitled to a refund of tuition fees if:
 - I. The student provides written notice to the institution that he or she is withdrawing from the program; or
 - II. The institution provides written notice to the student advising that the student has been dismissed from the program.
- b. Written notice for withdrawal or dismissal may be delivered in any manner, provided that a receipt or another form of verification is available and indicates the date on when the notice was sent.
- c. The notice of withdrawal or dismissal is deemed to be effective from the date it is issued.
- d. A student is entitled to a refund that is based on the calculation of their total tuition cost. If the total amount of tuition has not been collected, the institution is not required to refund costs that were paid toward student expenses utilized during the course. Also, the student is responsible to make up for monies due under the contract.

British Columbia Helicopters Ltd

Tuition Refund Policy



- e. If the institution has received fees more than the amount that is required, the excess amount must be refunded.

Refund Policy for Students

- a. Refunds before the program of study begins:
 - I. If B.C. Helicopters receives notice of withdrawal from a student more than seven days after the effective contract date and at least 30 days before the start date, the institution may retain up to 10 per cent of the tuition due under the student enrolment contract, up to a maximum of \$1,000.
 - II. If B.C. Helicopters receives notice of withdrawal from a student more than seven days after the effective contract date and less than 30 days before the start date, the institution may retain up to 20 per cent of the tuition due under the student enrolment contract, up to a maximum of \$1,300.

Refunds After the Program of Study Starts

- a. If written notice of withdrawal is received by the institution or a student is dismissed before 10 per cent of the course has been completed, the institution may retain 30 per cent of the tuition due under the contract.
- b. If written notice of withdrawal is received by the institution or a student is dismissed after ten percent and before 30 per cent since the time when the course started, the institution may retain 50 per cent of the tuition due under the contract.
- c. If a student withdraws or is dismissed after 30 per cent of the course, no refund is required.
 - I. Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
 - II. Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.
- d. Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:

British Columbia Helicopters Ltd

Tuition Refund Policy



- I. The student must return the equipment unopened or as issued within 14 calendar days: and
 - II. If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.
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- e. Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal