

Refund Policy

The registration fee, all placement fees, and all health insurance policy purchase fees are non-refundable in ALL cases. Please consider when applying that student authorization or visitor visas can take up to several weeks to process.

Students have a 48-hour contract cancellation period prior to signing the registration contract.

Rejected visa or/ and Study permit

Students who are unable to obtain the necessary permits to enter Canada will receive a 100% refund of their tuition fees minus the registration fee.

Students or Agents that require an additional LOA, the Refusal letter must be associated with the most recent LOA to be considered for a Refund with a Rejected visa or/and Study permit. If you can not provide the official refusal letter related to the second LOA, the refund request will be considered as a "Cancellation after receiving visa or/and Study permit"

The school must receive written notification of the cancellation by completing a cancellation/refund request. Additionally, we will need to receive a copy of the letter of rejection from Citizenship and Immigration Canada before the refund will be processed.

If the registration fee was waived as part of a promotion, during the refund process, a fee of \$175 will be deducted from the total refund amount.

Cancellation after receiving visa or/and Study permit

There are no refunds of any fees for applicants who have successfully received their visa, study permit, or study permit extensions by using the Letter of Acceptance, Letter of Enrolment, and/or any other documents and assistance from RCIIS

Cancellation before the start of program

If RCIIS receives written notice of withdrawal from the student at least 30 calendar days before the start of the program, 75% of the original tuition will be refunded. If less than 30 calendar days, 50% of the original tuition will be refunded.

After RCIIS issues a Letter of Acceptance (LOA) to a student or their agent, refunds will be treated as either “cancellation before the start of program” OR “cancellation after the start date & dismissal” unless students show a letter of refusal from the IRCC.

Cancellation after the start date & dismissal

If the school does not receive written notice of cancellation or deferral, the student’s attendance will be counted from the original starting date.

Please see the following table for the eligible refund amounts:

% Program Completed	% Tuition Refunded
Up to 10%	50%
Up to 30%	30%
After 30%	0%

If for any reason, a student is dismissed from RCIIS, no refund will be made for the remainder of their tuition.

Tuition fees are non-transferable.

For students studying as part of a package, there will be no refunds for the cancellation of individual programs within the package.

Absence/ vacation:

Students absent from class for 5 or more consecutive days without notifying the school in writing, will be removed from the class list and may have to re-enter the program. Tuition fees cannot be used for extended or additional vacation time where a student is not actively studying; therefore, you will not receive a Letter of Attendance from the school for that extended period of time.

Deferrals

You may defer your registration starting date *one time only*. You will be charged 10% of the tuition fee as a deferral fee before the starting date. Deferring after the starting date will incur a charge of 25% and the institute will decide your returning session. There will be no deferrals for subsequent terms. Deferral requests must be given to RCIIS in writing before your registered starting date.

Applying through an authorized representative

If a student applied through an authorized representative of RCIIS, the student must request and obtain refunds directly from the representative. RCIIS assumes students have read and given consent to the RCIIS Refund Policy when applying through their agents.

Accommodation refund

The accommodation and airport pick-up placement fees are non-refundable.

Leaving homestay

Students must inform the host and school of moving out at least 4 weeks before it is to take place. Otherwise, students will be charged until the 4 weeks are met plus a \$200.00 administrative fee.

*All refund amounts will be calculated based on the actual tuition paid by the student.

**All refunds will be processed based on the original method of payment.