

<b>Implementation Date:</b>	<b>Sep 1, 2021</b>
<b>Senior Education Administrator</b>	
<b>PRAC Registrar</b>	
<b>Date of Last Revision:</b>	<b>May 21, 2021</b>

### **Overview**

We understand that the program is not for everyone, and that some may change their minds after signing up or completing registration for a program. **Clearmind requires written notice of cancellation from the applicant to support reimbursement of any portion of tuition paid by the applicant.** If an applicant has paid a deposit and then cancels with no written notice, Clearmind is not required to reimburse the non-transferable deposit and it will be deemed as non-refundable. Applicants have up to the first day of class commencement to provide written notice of their intention to cancel their application. If an applicant has signed a contract with Clearmind and paid for tuition, in full or a partial payment, the portion to be reimbursed will be provided based on the timing of the notification.

### **Policy:**

- 1) This policy is subject to the minimum requirements set out by PTIB.
- 2) In this policy:
  - a) All dollar amounts are in Canadian funds.
  - b) Clearmind International Institute Inc. is subsequently identified as "Clearmind".
- 3) An applicant is not deemed to be a student if there is no contract active between Clearmind and the applicant at the time of application.
- 4) The written notice of cancellation may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- 5) Written cancellation notification must be provided to the PRAC Registrar to support an accurate assessment of tuition amounts refundable under the contract.
- 6) The notice of cancellation is deemed to be effective from the date it is delivered.
- 7) The refund amount to which an Applicant or Student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, Clearmind is not responsible for refunding more than has been collected to date.
- 8) Cancellation refund policy for Students:
  1. If Clearmind receives tuition from the student, or a person on behalf of the student, Clearmind will refund the student, or the person who paid on behalf of the student, all tuition and program costs that was paid in relation to the program in which the student is enrolled if:

1. Clearmind receives a notice of cancellation from the student **no later than** seven (7) days after the effective contract date and before the contract start date, or
  2. the student, or the student's parent or legal guardian, signs the student enrollment contract seven (7) days **or less** before the contract start date and Clearmind receives a notice of cancellation from the student between the date the student, or the student's parent or legal guardian, signed the student enrollment contract and the contract start date.
2. If Clearmind receives tuition from the student, or a person on behalf of the student, Clearmind will refund the student, or the person who paid on behalf of the student, all tuition and program costs excluding the application deposit, and, if applicable, the Prior Learning and Recognition (PLAR) assessment fee that was paid in relation to the program in which the student is enrolled if:
1. Clearmind receives a notice of cancellation from the student **more than** seven (7) days after the student has signed an enrollment contract and less than thirty (30) days before the contract start date, also known as the first day of classes, or
  2. the student, or the student's parent or legal guardian, signs the student enrollment contract **more than** seven (7) days before the contract start date and Clearmind receives a notice of cancellation from the student between the date the student, or the student's parent or legal guardian, signed the student enrollment contract and the contract start date.
3. Clearmind will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
4. After classes have commenced, if a student wants to cancel their application, they will now be subject to the Tuition Refund & Withdrawal Policy guidelines.
5. Clearmind will refund fees charged for course materials paid for but not received if the student provides a notice of cancellation to Clearmind or Clearmind provides a notice of rejection to the student if program prerequisites are not approved.
6. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days of the date Clearmind receives a student's notice of cancellation.