

LIBERTY HIGH SCHOOL REFUND POLICY
v 1.0 Jan 2024

Table of Contents

LIBERTY HIGH SCHOOL REFUND POLICY.....0

LIBERTY HIGH SCHOOL REFUND POLICY.....2

PREAMBLE.....2

ARTICLE I: ADMINISTRATION FEE.....2

ARTICLE II: REFUND ELIGIBILITY AND PROCEDURES.....2

2.1. For Domestic Students:.....2

2.2. For International Students:.....3

2.3. For Withdrawals:.....3

ARTICLE III: TRANSFER AND RETAKE POLICY.....3

ARTICLE IV: REFUND METHODOLOGY.....3

ARTICLE V: TUTORING AND TEXTBOOK POLICY.....3

ARTICLE VI: POLICY GOVERNANCE.....3

LIBERTY HIGH SCHOOL REFUND POLICY

PREAMBLE

This Refund Policy (the "Policy") stipulates the conditions under which Liberty High School (the "School") shall administer refunds for tuition and other related fees. This Policy is consonant with the requirements set forth by the Ontario Ministry of Education and is legally binding upon signature or affirmation of the enrollment agreement by the student, or by the student's parent or legal guardian if the student has not reached the age of majority.

ARTICLE I: ADMINISTRATION FEE

1.1. A non-refundable administration fee of one hundred Canadian dollars (\$100.00 CAD) shall be retained by the School from any refunded amount for each course as a processing fee.

ARTICLE II: REFUND ELIGIBILITY AND PROCEDURES

2.1. For Domestic Students:

2.1.1. A student may be eligible for a full refund of the course fees, excluding the non-refundable administration fee, provided that the School receives written notice of withdrawal no later than the commencement of the first scheduled class session.

2.1.2. Following the commencement of the first class, no refunds will be issued. The student, along with their family or financial guarantor, shall be held responsible for the payment of all fees as contracted.

2.2. For International Students:

2.2.1. Refunds shall be granted solely in the event of a visa refusal as documented by the corresponding embassy or consulate. Official documentation must be presented to the School as proof of such refusal.

2.2.2. Upon verification of visa refusal, the School shall issue a refund of the paid fees, less the non-refundable administrative fee of five hundred Canadian dollars (\$500.00 CAD).

2.2.3. Once an international student has successfully obtained a visa and has entered Canada, the School will not issue any refund under any circumstances whatsoever.

2.2.4. Specific items, including but not limited to guardian fees, legal representation fees, visa application fees, assessment fees, and costs associated with commenced courses or homestay arrangements, shall not be subject to refund.

2.3. For Withdrawals:

2.3.1. Written notice of withdrawal from a course must be submitted to the School's administrative office within seven (7) calendar days from the date of registration.

2.3.2. If the student is a minor, such notice must be accompanied by the written consent of the parent or legal guardian.

2.3.3. Non-attendance at a course shall not be deemed a notice of withdrawal, and the student shall remain financially liable for the full fees of the registered course(s).

ARTICLE III: TRANSFER AND RETAKE POLICY

3.1. The School may, at its discretion, permit the transfer of a student to an alternative course or allow a course to be retaken.

3.2. Any waiver of fees related to such transfer or retake shall be contingent upon the School's evaluation of the student's academic standing and financial account status.

ARTICLE IV: REFUND METHODOLOGY

4.1. Refunds shall be issued via cheque payable to the student or through the original payment method, be it credit/debit card or PayPal, as per the School's accounting practices.

ARTICLE V: TUTORING AND TEXTBOOK POLICY

5.1. Tutoring sessions require payment in advance and are subject to the School's cancellation and rescheduling policy, which mandates a minimum notice of twenty-four (24) hours for any changes.

5.2. Textbooks purchased directly from the School or through its designated vendors are eligible for the School's buy-back program, conditional upon return in an acceptable condition as determined by the School.

ARTICLE VI: POLICY GOVERNANCE

6.1. This Policy shall be reviewed annually to ensure its consistency with the prevailing laws and educational directives of Ontario, Canada.

6.2. Amendments to this Policy shall be communicated through official channels and reflected in the enrollment documentation provided to all prospective students.

By enrolling at Liberty High School, the student, or the student's parent or legal guardian, hereby acknowledges and agrees to the terms set forth in this Policy. This document shall constitute the full understanding between the student and Liberty High School concerning the subject matter herein.