

Tuition Refund Policy (CCNM – Boucher Campus)

Tuition and Fee Refunds – Program Withdrawal or Dismissal:

CCNM - Boucher has adopted the PTIB refund policy to ensure adherence to industry standards in terms of both fairness to students and fiscal responsibility to the Institute.

In all cases, where the institute has received a student loan disbursement for the most recent contract, any refunds will first be sent to National Student Loans toward the student’s debt.

No refund is provided once 30% or more of the program hours have been completed.

CCNM – Boucher will refund the tuition for the Doctor of Naturopathic Medicine 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; in the event that the College uncovers a material misrepresentation of admission requirements, the College will process a refund based upon the rules outlined, with the date of uncovering the misrepresentation used as the date of withdrawal for refund calculations.

Circumstances when Refund Payable	Amount of Refund
1. Before program start date, CCNM-Boucher receives a notice of withdrawal	
i. No later than seven days after student signed the enrolment contract, and before the program start date.	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
ii. At least 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract.	CCNM-Boucher may retain up to 10% of tuition, to a maximum of \$1,000. CCNM-Boucher will refund fees paid for course materials if not provided to the student.
iii. More than seven days after the student and CCNM-Boucher signed the enrolment contract, and less than 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract.	CCNM-Boucher may retain up to 20% of tuition, to a maximum of \$1,300. CCNM-Boucher will refund fees paid for course materials if not provided to the student.
2. After program start date, CCNM-Boucher provides a notice of dismissal or receives a notice of withdrawal	

Circumstances when Refund Payable	Amount of Refund
i. After the program start date, and up to and including 10% of instruction hours have been provided during the contract term.	CCNM-Boucher may retain up to 30% of tuition. CCNM-Boucher will refund fees paid for course materials if not provided to the student.
ii. After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided during the contract term.	CCNM-Boucher may retain up to 50% of tuition. CCNM-Boucher will refund fees paid for course materials if not provided to the student.
3. Student does not attend program – “no-show”:	
i. Student does not attend the first 30% of the hours of instruction to be provided during the contract term.	CCNM-Boucher may retain up to 50% of the tuition. CCNM-Boucher will refund fees paid for course materials if not provided to the student.
4. CCNM-Boucher receives a refusal of study permit (applies to international students requiring a study permit):	
i. Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract 	100% tuition and all related fees, other than application fee.
ii. Student has not requested additional Letter(s) of Acceptance.	

CCNM-Boucher will pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit, providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

Withdrawal From a Course(s) – Course Drops or Withdrawals

A student who chooses to withdraw from a specific course or courses must advise the Registrar's Office in writing using a Course Enrolment/Adjustment Form (formerly known as Course Add/Drop). The student's registration will be adjusted to reflect the course load reduction. The submission date of the request for the reduction in course load will be used to calculate the amount of the refund (if any). Once a student has reduced their course load below 76 per cent, the refund (if any) for a specific course(s) will be calculated by the Registrar's Office.