

# Lawrence Technological University

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## INTERNATIONAL STUDENT ENROLMENT AGREEMENT AND CONTRACT

NAME OF STUDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME OF PROGRAM \_\_\_\_\_ DURATION \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_ YEAR \_\_\_ of \_\_\_

FULL PAYMENT

REGISTRATION FEE \_\_\_\_\_ **Non-refundable**

TUITION FEE \_\_\_\_\_

TEXTBOOKS \_\_\_\_\_

OTHER \_\_\_\_\_

TOTAL PAYMENT DUE \_\_\_\_\_

INSTALLMENT PLAN

INSTALLMENT #1 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

INSTALLMENT #2 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

INSTALLMENT #3 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

INSTALLMENT #4 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see Student Handbook or [www.ltu.edu](http://www.ltu.edu).

In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at [www.pctia.bc.ca](http://www.pctia.bc.ca).

### Refund Policy for International Students

An international student is a person who is not a Canadian citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee.

International students require a Study Permit to study in Canada unless they are taking a course or program with a duration of six months or less, are a minor child already in Canada whose parents are not "visitors" in Canada, or are a family or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs and International Trade.

Where an institution enters into a contract with an international student the following refund policy is applicable.

## **Student Authorization Related Withdrawals**

(1) An institution may retain the lesser of 25% of the total fees due under the contract or \$200 by international students who

- (a) are denied Study Permit authorization from Citizenship and Immigration Canada, or
- (b) do not receive authorization prior to the start of the program of study, provided that

(i) the student notifies the institution of the circumstances subsection (1) (a) or (b) on or before the first day of a program of study is scheduled to begin, and

(ii) the student, within a reasonable time, provides documentation of the circumstances in subsection (1) (a) or (b) to the institution.

## **Non-student Authorization Related Withdrawals**

(2) When an international student enrolled with and/or studying at an institution on the basis of a Study Permit either withdraws from or is dismissed by the institution, the institution is required to notify Citizenship and Immigration Canada within fourteen (14) calendar days that the student has either withdrawn or been dismissed.

### **Refunds before a program of study starts:**

(3) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made and before the program starts, the institution may retain the lesser of 25% of the total fees due under the contract or \$400.

(b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 25% of the total fees due under the contract.

(c) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 40% of the total fees due under the contract.

### **Refunds after the program of study starts:**

(4) (a) If written notice of withdrawal is received by the institution, or a student is dismissed within 10% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.

(b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of a program of study's duration, the institution may retain 70% of the total fees due under the contract.

(c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

Signed \_\_\_\_\_ (student name) Date \_\_\_\_\_

Institution Representative \_\_\_\_\_

***A copy of this signed Student Enrolment Agreement and Contract will be provided to the student.***

\*The term "university" used and the MBA program offered are under the written consent of the Minister of Advanced Education effective April 12, 2007 having undergone a quality assessment process and been found to meet the criteria established by the minister.