

REFUND POLICY – GROUND SCHOOL

Circumstances when Refund Payable	Amount of Refund
Before program start date, VFC receives a notice of withdrawal (applies to all students):	
<ul style="list-style-type: none"> • No later than seven (7) days after student signed the enrolment contract, and • Before the program start date. 	VFC shall refund 100% of ground school tuition and all related fees, other than application fee. Related fees include: membership fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> • At least 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract 	<p>The VFC shall retain 10% of tuition of ground school tuition.</p> <p>The VFC shall refund fees paid for course materials if not yet provided to the student.</p>
<ul style="list-style-type: none"> • More than seven (7) days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	<p>The VFC shall retain 20% of tuition of ground school tuition.</p> <p>The VFC shall refund fees paid for course materials if not yet provided to the student.</p>
After program start date, VFC provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	<p>The VFC shall retain 30% of tuition of ground school tuition.</p> <p>The VFC shall refund fees paid for course materials if not yet provided to the student.</p>
<ul style="list-style-type: none"> • After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	<p>The VFC shall retain 50% of tuition of ground school tuition.</p> <p>The VFC shall refund fees paid for course materials if not yet provided to the student.</p>
Student does not attend program – “no-show” (applies to all students <u>except</u> those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • Student does not attend the first 30% of the program. 	<p>The VFC shall retain 50% of tuition of ground school tuition.</p> <p>The VFC will refund fees paid for course materials if not yet provided to the student.</p>
VFC receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol 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 • Student has not requested additional Letter(s) of Acceptance. 	The VFC shall refund 100% tuition and all related fees, other than application fee.

After the program start date, student withdraws or is dismissed (applies only to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	VFC shall retain 30% of the tuition. VFC shall refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	VFC shall retain 50% of the tuition. VFC shall refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student <u>did not misrepresent</u> the student's knowledge or skills when applying for admission and the CFI directs the VFC to refund tuition and fees. 	The VFC shall refund 100% tuition and all related fees, including application fees.
NOTE: The VFC must 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).	

REFUND POLICY – FLIGHT TRAINING
<ul style="list-style-type: none"> Flight training is on a “pay as you go basis”. If a student has a surplus of funds in their VFC account, and terminates their training (for any reason), the VFC shall refund 100% of the funds in their account less any outstanding charges.