

OKANAGAN MOUNTAIN HELICOPTERS FTU LTD.

DESIGNATED INSTITUTION #3166

REFUND POLICY

For questions about this policy or any other private education related queries, please contact OK Heli or:

The Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills & Training

Tel: (604) 569-0033 or 1-800-661-7441; Fax: (778) 945-0606

www.privatetraininginstitutions.gov.bc.ca

email: PTI@gov.bc.ca

When a refund is due, an institution must provide it to the student within 30 days of:

- Receiving a notice of withdrawal from a student
- Receiving a copy of refusal of a study permit
- Providing a student with a notice of dismissal

If a refund is due and the student has paid for, but not received, textbooks or other course materials, including equipment or uniforms, the institution must also refund the fees charged for these items.

The table below shows the circumstances in which tuition must be refunded.

Circumstance	Tuition Refund Entitlement
<ul style="list-style-type: none"> • A student is enrolled in an approved program: <ul style="list-style-type: none"> ○ Without having met the admission requirements, and ○ Without having misrepresented his/her knowledge or skills when applying. 	100% tuition refund and a 100% refund and a 100% refund of all fees.
<ul style="list-style-type: none"> • A student (other than a distance education student) does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition.
Institution receives a notice of withdrawal from a student, or an international student delivers a refusal of study permit:	
<ul style="list-style-type: none"> • No later than seven days after the student and institution signed the enrolment contract, and • Before the program start date. 	100% tuition refund.

<ul style="list-style-type: none"> Between the date the contract was signed and the start date of the program, where that period is less than seven days. 	100% tuition refund.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and at least 30 days before the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the program start date. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300.
<ul style="list-style-type: none"> After the contract start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition
<ul style="list-style-type: none"> After the contract start date and after more than 10% but before 30% of instruction hours have been provided. 	Institution may retain up to 50% of tuition
Institution delivers a notice of dismissal to the student:	
<ul style="list-style-type: none"> Up to and including 10 % of instruction hours have been provided. 	Institution may retain up to 30% of tuition.
<ul style="list-style-type: none"> More than 10% but less than 30% of the instruction hours have been provided. 	Institution may retain up to 50% of tuition.