

SUMMARY - CALCULATION OF AMOUNTS INVOICED FOR CANCELLING AN AGREEMENT

Citizenships	Cancellation request received	DESCRIPTION	FEES INVOICED					
			Admission	Registration	Penalty	Weekly billing (tuition)	Related fees	
INTERNATIONAL	Before the first day of class	Study permit denied (with proof)	Yes	Yes	No	No	No	
		Study permit not provided (no implied status)	Yes	Yes	Yes	No	No	
		Study permit not provided (document signed/implied status)	Yes	Yes	Yes	Yes	Yes	
All citizenships	Before the first day of class	Program cancelled by the College	No	No	No	No	No	
		Missing a prerequisite	Yes	No	No	No	No	
		Cancellation request	Yes	Yes	Yes	No	No	
			Yes	Yes	Yes	Yes	Yes	
		During the semester	Schedule not claimed (see schools and programs)	Yes	Yes	Yes	No	No
			Departure without notice (undeclared student)	Yes	Yes	Yes	Yes (6 weeks)	Yes
	Study permit denied (with proof) / Classes started online (outside the country)		Yes	Yes	No	Yes	Yes	
	Focus change (without signed agreement)		Yes	Yes	Yes	Yes	Yes	
	Focus change (with agreement)		Yes	Yes	No	Yes	Yes	
	Between two semesters	Dismissal by the Superintendent	Yes	Yes	No	Yes	Yes	
		Cancellation request made by the student	Yes	Yes	Yes	No	Yes	
		Focus change (without signed agreement)	Yes	Yes	Yes	No	Yes	
		Focus change (with agreement)	Yes	Yes	No	No	Yes	
		Technical rejection	Yes	Yes	Yes	No	Yes	
			Dismissal by the Superintendent	Yes	Yes	No	No	Yes

LEGEND		
Admission fees		\$50 admission fee paid upon registration
Registration fees		\$200 CAD registration fee paid upon official acceptance
Weekly billing (tuition)		(Tuition fee amount in the agreement (excluding related costs)/ No. of weeks in the program) *No. of weeks completed
DEC penalty	Canadian citizens, permanent residents and refugees.	\$500 - the registration fees OR 10% of the total agreed price for the Services - the registration fees = the lesser of the two amounts
	International	\$1,500 - the registration fees OR 10% of the total agreed price for the Services - the registration fees = the lesser of the two amounts
DEP and ASP penalty	All citizenships	Maximum penalty of \$500 - registration fees
"In-house" program penalty		

*Cases of illness are treated according to the rules provided under Article 20 of the Regulation respecting the application of the Act respecting private education (Québec) and summarized in the table above. Penalty charges may be incurred.