



## Tuition Refund Policy

**Full Time Programs are licensed under Alberta Advanced Education and follows their guidelines for refund policies:**

Program Completion for Refund purposes is defined by number of School Days completed relative to total number of scheduled School Days in the entire Program.

All applications for refund of tuition fees must be made in person to the Chief of Student Affairs during business hours. All refunds may take more than 7 business days to process. For details about the eligible refund amounts please refer to the “Alberta Student Enrolment Contract for Licensed Vocational Training Programs” you signed at the beginning of the program.

Some noteworthy dates to remember:

- Approximately 7 weeks of training constitutes **10%** of the program length
- Approximately between **week 7 to week 34** of training constitutes **10% and 50% respectively** of the program length
- 35 weeks and over is **more than 50%** of the program length

### TUITION FEE APPEAL PROCEDURES

If after going through the proper channels, you have a concern that is not addressed to your satisfaction about school fees, you may contact the Private Vocational Training Branch of Alberta Advanced Education.

**Self-Paced Programs are licensed through Transport Canada and fall under the following refund policy:**

All flight training will go through a pre-pay account. Unused balances on pre-pay account can be refunded back to the original payee of the account with email or written request.

Ground school payment can be fully refunded within two weeks of initial sign-up only. Self paced Ground School tuition is valid for one year and can be extended by an extra year for 50% tuition charge.

Textbooks and equipment can be refunded if they are in new unused condition.

Revised: 01 June 2023