



Capernwray Harbour Bible Centre TUITION REFUND POLICY

BIBLE SCHOOL DEPOSITS constitute a guarantee of space and are non-refundable for withdrawals prior to registration.

TUITION REFUNDS (including Deposit) for withdrawals after registration:

<u>Refund factor for withdrawals...</u>	<u>% of Tuition DUE</u>	<u>% of Tuition REFUNDABLE</u>
September 18 through November 6, 2021:	35%	65%
November 7, 2021 through January 14, 2022:	50%	50%
January 15 through February 19, 2022:	75%	25%
After February 19, 2022:	100%	0%

For refunds to be considered written notice must be received from the student indicating intention to withdraw. Refunds will be calculated from the date this written notice is received.

Should there be a disciplinary period of time in which a student is sent away from the centre there will be no refund for that period of absence.

The staff person in communication with a withdrawing student should notify the student that there is a Refund Policy and that they need to submit a written notice to the office. The student can direct questions or request to view the Refund Policy from the Accounting Manager.

Regarding Cessation

In the unlikely event Capernwray Harbour Bible Centre must cease operations resulting in undelivered programs, students will be our first priority and therefore tuition refunds will take precedence over amounts owed to other creditors.