



SAE Institute
Institution: 03881

Tuition Refund Policy

Policy Statement	SAE establishes clear and unambiguous tuition information and policies to ensure fair and transparent practices for potential and current students
Purpose	This policy describes how SAE meets the requirements of the Private Training Act and Regulation in relation to Tuition Refunds.
Scope	This policy applies to students of SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver. “Student” means a person who is presently enrolled at, and if applicable, including students participating in work experience placements.
Associated Policies & Procedures	NA
Associated Documents	Private Training Act Private Training Regulation Student Enrolment Contract

Policy

Circumstances When Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> - No later than seven days after student signed the enrolment contract, and - Before the program start date. 	<ul style="list-style-type: none"> - 100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application 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: <ul 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. 	<ul style="list-style-type: none"> - Institution may retain up to 10% of tuition, to a maximum of \$1,000. - Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> - More than seven days after the student and institution signed the enrolment contract, and 	<ul style="list-style-type: none"> - Institution may retain up to 20% of tuition, to a maximum of \$1,300.

<ul style="list-style-type: none"> - Less than 30 days before the later of: <ul 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. 	<ul style="list-style-type: none"> - Institution must refund fees paid for course materials if not provided to the student.
<p>After program start date, institution 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)</p>	
<ul style="list-style-type: none"> - After the program start date, and up to and including 10% of instruction hours have been provided. 	<ul style="list-style-type: none"> - Institution may retain up to 30% of tuition. - Institution must refund fees paid for course materials if not provided to the student.
<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. 	<ul style="list-style-type: none"> - Institution may retain up to 50% of tuition. - Institution must refund fees paid for course materials if not provided to the student.
<p>Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> - Student does not attend the first 30% of the program. 	<ul style="list-style-type: none"> - Institution may retain up to 50% of the tuition. - Institution must refund fees paid for course materials if not provided to the student.
<p>Institution receives a refusal of study permit (applies to international students requiring a study permit):</p>	
<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: <ul 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. 	<ul style="list-style-type: none"> - 100% tuition and all related fees, other than application fee.
<p>Student enrolled in a program without having met the admission requirements for the program</p>	
<ul style="list-style-type: none"> - If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	<p>100% tuition and all related fees, including application fees</p>
<p>Institution 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).</p>	

Version Control	
Date	Summary of Changes
21-Aug-2021	Revised to reflect regulation
3-Oct-2019	Revised to reflect regulation
30-Mar-2019	Revised for new format
01-Feb-2017	Initial Version