



Camber College

Powell River, British Columbia, Canada

Conditions of Enrolment

1. All students must have a valid Canadian visa for the duration of their program before they start their program. Students should be prepared to show their entry to Canada documents on their first day at Camber College. It is the responsibility of the student to obtain all documents necessary to enter Canada. Camber College cannot be held responsible if a student fails to obtain the proper documents to enter Canada.
2. All students must complete payment of their total Program Fees before the start of their first class on their first day. No student will be allowed to start classes or to reside in Camber College arranged accommodation until they have paid their program fees in full. "Program Fees" include fees for all selected classes and services arranged through Camber College.
3. To reserve homestay accommodation and airport reception, Camber College requires payment 4 weeks in advance. All flight details must be sent to the Camber College head office no later than 2 business days prior to arrival. Camber College will not be able to meet the student and no refund of airport reception fees will be given in the event of last minute changes in flight plans.
4. Camber College accepts no responsibility whatsoever for any loss or damage to the personal belongings or property of a student or program participant or for any injury to or death of a student or program participant occurring on or off school property.
5. It is a condition of the student's participation in any Camber College program that the student complies with the rules of the school as set out in the Student Guidelines provided on the first day of classes. Failure to comply with these rules could result in dismissal. Camber College's policies on admissions, dispute resolution and dismissal can be found in the Student Guidelines.
6. All students attending a Camber College program must have valid medical insurance for their entire study period. Students who do not provide Camber College with proof of valid medical insurance on their first day of classes can purchase their insurance through Camber College. No student will be allowed to attend a Camber College program until they have provided Camber College with proof of valid medical insurance.
7. All students agree to accept the Camber College Refund Policies.
8. Any complaints brought by a student or its agent, against Camber College concerning Camber College's services, accommodation and/or other matters, must be brought to Camber College's attention immediately when the issue arises, by written notification to Camber College signed by the student, according to Camber College's Complaint Procedure.
9. All students must be at least 17 years of age (older for some courses) and must be familiar with the Latin alphabet.

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Program Change Fee Policy

Students will be charged a course change fee of CAN \$75 if, after they have registered, they change their course dates or accommodation dates. Any change that results in a shortening of the course duration or a downgrade in the course intensity will be subject to Camber College's refund policy. Tuition fees are non-transferable.

Cancellation and Refund Policy

Refund of Tuition Fees for English Courses before the program start date

1. If a student visa is denied by Immigration Canada, there will be a full refund of the tuition fees for the program minus \$200 CAN.
2. If the student withdraws from the program less than seven (7) days after the registration, Camber College will refund all of the tuition fees minus \$400 CAN.
3. If the student withdraws more than four (4) weeks before the program start date, Camber College will refund 75% of the tuition fees for the program.
4. If the student withdraws less than four (4) weeks before the program start date, Camber College will refund 60% of the tuition fees for the program.

Refund of Tuition Fees for English Courses after the program start date

5. If the student withdraws or is dismissed from the program after it has started, the following refund policies apply:
 6. Up to 10% of program attended - 50% refund
 7. Up to 30% of program attended - 30% refund
 8. More than 30% of program attended - 0% refund

Refund of Accommodation Fees

The accommodation placement fee is non-refundable; Students must provide written notification of cancellation of accommodation a minimum of 4 weeks prior to cancellation date in order to qualify for refund of unused accommodation fees. Students who have complaints about their host family accommodation are required to bring their concerns to the attention of the accommodation manager as soon as an issue arises, by way of written notice signed and dated by the student. If the problem raised by the student is a significant issue that cannot be solved through communication with the host family, Camber College will offer to move the student to a new host family. Students are not entitled to any refund of accommodation fees or compensation from Camber College if they are not satisfied with the accommodation arranged by Camber College.

Payments of Refunds Owing to Students

Refunds owing to students shall be paid to the student through its agent, within thirty (30) days of Camber College receiving written notification of withdrawal, or within thirty (30) days of written notice of dismissal.

*Camber College reserves the right to inform Citizenship and Immigration Canada of all program cancellations