The school has very limited space in the residence and we must ensure that these places are given to the students who are in need of them most.

The following regulations will apply:

1) If the school receives any requests for changes on or before 2 months of January 1st, May 1st and September 1st, a full refund of fees will be given. If any requests for changes are submitted between these dates and the first day of the semester, one month’s payment will be required in lieu of notice.

2) Students who pay for 2 semesters’ dormitory fee are entitled to a full or partial refund of the first semester (whichever applies and according to #1 in this section) plus a full refund of the 2nd semester.

3) After moving into the dormitory, no refund will be given for withdrawal in that particular semester, for whatever reasons.

4) No refund of remaining fees will be given if a student is asked to leave the dormitory because of repeated violation of dormitory rules.

5) In order to accommodate our younger new students, dormitory students who reach the age of 18 and have stayed in the school dormitory for two semesters or more are required to move out in the case of insufficient dormitory space.

**INTERNATIONAL STUDENTS ONLY**

If the processing of study permit is delayed by Immigration Canada, the students can;

1) Choose to cancel their reservation before the deadline for changes without penalty;

2) Choose to keep their reservation until the first day of the semester. If they need to cancel during this period, then one month’s payment will be charged as a penalty;

3) After the first day of the semester, any cancellation will not be refunded.