

Continuing Education New West Course Fees & Refunds



TUITION FEES

STUDENTS WITH RESIDENCY STATUS IN CANADA who **HAVE NOT** graduated from high school in Canada or any other country (please refer to documentation requirement for proof of residency status in Canada).

- **FREE FOR ALL COURSES**

STUDENTS WITH RESIDENCY STATUS IN CANADA who **HAVE** graduated from high school in Canada or any other country (please refer to documentation requirement for proof of residency status in Canada).

- **FREE (with the exception of Explorations into Social Studies, which is \$375.00)**

INTERNATIONAL STUDENTS

- **\$1175.00 PER COURSE**

THERE IS A \$25 NON-REFUNDABLE ASSESSMENT AND ADVISORY FEE FOR ALL NEW STUDENTS AT THE TIME OF REGISTRATION.

We accept Mastercard, Visa, Interac or Cash. Sorry, we do not accept cheques.

Continuing Education New West reserves the right to postpone or cancel classes due to low enrollment and reserves the right to limit enrollment where applicable. Please register early.

TUITION REFUNDS

- If a course is cancelled by the school, any fees will be refunded in full.
- If a student wishes to **cancel** a class prior to the first day of class, or **withdraw** within the first week of the class, any fees paid will be refunded **minus 20%**. Students who leave a class after the cut-off date will have a final mark reported to The Ministry of Education. Students wishing to withdraw or drop courses will need to inform the office in person.
- If original payment was made by cash, a board office cheque will be issued. Please allow 4-6 weeks processing time.

ABSENCES

Please email your teacher if you are going to be absent. If a student needs to miss school for an extended period of time, they must complete a *Planned Absence* form in the office. Students should be aware that classroom instruction cannot be duplicated. Students should also be aware that an entire course may be jeopardized unless the student accepts responsibility to complete missed work.

TEXTBOOKS

Textbooks are issued for some courses. A \$100 book deposit will be charged and refunded to the student once the textbook has been returned. A fee of up to \$100 will be charged for any unreturned textbooks or textbooks returned in damaged condition. A workbook may also be used for some classes.