

Refund Policy	 Pacific Flying Club www.PacificFlying.com	POLICY FIN-002
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**PACIFIC FLYING CLUB REFUND POLICY
PTIB APPROVED PROGRAMS**

1. If The Pacific Flying Club receives tuition from the student, or a person on behalf of the student, the Pacific Flying Club will refund the tuition that was paid in relation to the program in which the student is enrolled if:
 - a. the Pacific Flying Club receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the Pacific Flying Club receives a notice of withdrawal between the date that the enrolment contract was signed and the contract start date; or
2. The Pacific Flying Club will refund the tuition for the program and all related fees if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the Pacific Flying Club may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the Pacific Flying Club receives a notice of withdrawal from a student:
 - a. more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, the Pacific Flying Club may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, the Pacific Flying Club may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.

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- b. after the contract start date
 - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the Pacific Flying Club may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the Pacific Flying Club may retain up to 50% of the tuition due under the student enrolment contract.

- 5. Unless the program is provided solely through distance education, if the Pacific Flying Club provides a notice of dismissal to a student and the date the Pacific Flying Club delivers the notice to the student is:
 - a. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the Pacific Flying Club may retain up to 30% of the tuition due under the student enrolment contract.
 - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the Pacific Flying Club may retain up to 50% of the tuition due under the student enrolment contract.

- 6. If the Pacific Flying Club provides the program solely through distance education and the Pacific Flying Club receives a student's notice of withdrawal or the Pacific Flying Club delivers a notice of dismissal to the student and:
 - a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the Pacific Flying Club may retain up to 30% of the tuition due under the student enrolment contract, or
 - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the Pacific Flying Club may retain up to 50% of the tuition due under the student enrolment contract.

- 7. The Pacific Flying Club will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the Pacific Flying Club or the Pacific Flying Club provides a notice of dismissal to the student.

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8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - a. of the date Pacific Flying Club receives a student’s notice of withdrawal,
 - b. of the date Pacific Flying Club provides a notice of dismissal to the student,
 - c. of the date that the registrar provides notice to Pacific Flying Club that they are not complying with section 2 of this policy, or
 - d. after the first 30% of the hours of instruction if section 3 of this policy applies.

9. If an international student delivers a copy of a refusal of a study permit to the Pacific Flying Club, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,
 - b. or the program is provided solely through distance education.

Issued By: Parkash Bains
Chief Financial Officer, Pacific Flying Club

Date: 01 September 2021

This policy is in effect until superseded by the Chief Financial Officer, Pacific Flying Club