



Maple Leaf Academy

#200, 731 - 6th Avenue S.W.
Calgary, Alberta, Canada T2P 0T9

Tel. (403) 262-8851
Fax. (403) 262-8911

WITHDRAWALS AND REFUND POLICY

All withdrawals must be made in writing and signed by the applicant. They must be addressed to:

The Registrar
Maple Leaf Academy
#200, 731 – 6th Ave SW
Calgary, T2P 0T9

The Official Withdrawal Date will be the date the Letter of Withdrawal is received by Maple Leaf Academy.

A. Visitor or Study Permit Denied:

1. All fees, except the application fee, will be refunded. The student must return the original LETTER OF ACCEPTANCE and a letter from the Immigration Department stating that the Study Permit was denied.

B. Visitor or Study Permit Received:

1. If a student withdraws from a program more than 30 days before the semester start date, all fees except a \$500.00 processing fee, will be refunded.
2. If a student withdraws more than one week but less than 30 days before the semester start date, ½ the tuition will be refunded.
3. If a student withdraws less than one week before the semester start date, or at anytime thereafter, no refund will be given.

**** The Registration Fee is non-refundable ****

I the undersigned have read and understood the Refund policy agreement and I will honor the withdrawal and refund policy.

Student's Name: _____ Age: _____

Undersigned: _____ Witness: _____ Date: _____

***If through an agent**

Agent's Name: _____ Contact Number _____

Undersigned: _____ Witness: _____ Date: _____