



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 Registration Fee and a Processing Fee of \$300, will be refunded. The student must return the ORIGINAL LETTER OF ACCEPTANCE and ORIGINAL OFFICIAL RECIEPT and if possible a copy of the 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 the Registration Fee and 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, only 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.

Date: _____

Student's Name (Print): _____ Age: _____

Signature: _____ Witness: _____

***If through an agent, please sign also**

Date: _____

Agent's Name (Print): _____

Signature: _____ Witness: _____