



Maple Leaf Academy

#200, 731 - 6th Avenue S.W.
Calgary, Alberta, Canada T2P0T9

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

WITHDRAWALS AND REFUND POLICY

All withdrawal requests must be made in writing and signed by the applicant. They must be emailed to esl@mapleleafacademy.com or addressed to:

The Registrar
Maple Leaf Academy
#200, 731 – 6th Ave S.W.
Calgary, AB T2P 0T9
Canada

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

Withdrawal Procedure when a Visitor or Study Permit is denied:

- All fees, except the Registration Fee, will be refunded.
- The student must provide:
 - A COPY OF THE LETTER FROM THE IMMIGRATION DEPARTMENT stating that the Study Permit was denied.

Withdrawal procedure when a Visitor or Study Permit is received:

***A \$150.00 withdrawal fee will be charged and deducted from the student's tuition.**

- If a student withdraws from a program more than 30 days before the semester start date, all fees, except the Registration Fee, will be refunded.
- If a student withdraws more than one week but less than 30 days before the semester start date, 50% of the tuition will be refunded.
- If a student withdraws less than one week before the semester start date, or any time thereafter, no refund will be given.

Withdrawal procedure for all other paying students:

A \$150.00 withdrawal fee will be charged and deducted from the student's tuition.

MLA will only process funds to the entity/location that originally paid the tuition.

FURTHER INFORMATION

Further questions or request for more information about studying in Canada, should be made at the following address:

MAPLE LEAF ACADEMY
#200 731-6th Avenue SW
Calgary, Alberta T2P 0T9
Canada
Tel : (403) 262-8851 Fax : (403) 262-8911
E-mail: esl@mapleleafacademy.com

We are always available to answer your questions and provide you with further assistance and information.

e-mail: maple@mapleleafacademy.com

Website: <http://www.mapleleafacademy.com>