



### REFUND REQUEST FORM

Student Name \_\_\_\_\_

Date \_\_\_\_\_  
Day / Month / Year

Student ID# \_\_\_\_\_

Email address \_\_\_\_\_

You qualify for a refund if you have been denied authorization to enter Canada. ILI will refund your pre-paid fees (less the application fee) upon receipt of documentation from the proper Canadian authority stating that your entry into Canada has been denied.

If you are already studying at ILI, and wish to withdraw, you are eligible for a refund of unused tuition only and it will be according to the program completion and you need to submit the appropriate form to the reception desk by Friday, two weeks before the start of the semester that your withdrawal affects.

You do not qualify for a refund if

- a. You have been put on probation by the Director of Studies, or
- b. You are required to withdraw from ILI for reasons of inappropriate, unacceptable, or aggressive personal behaviour, or
- c. ILI has issued a letter on your behalf for the purposes of renewing your authorization to study in Canada, or
- d. You have missed or have been late for classes numerous times, and you have been warned many times and these absences and lateness are for reasons that are within your control, including cultural adjustment, or
- e. You brought alcohol and/or recreational drugs or illegal drugs on ILI premises or during school activities, or
- f. You were in possession of firearms, toy guns, knives or any other deadly weapons or hazardous chemicals on the ILI campus or during school activities, or
- g. You have cheated on any work, tests, quizzes, or exams.

Tuition for the University Preparatory (UP-English) program is non-refundable.

Students are only entitled to one change in registration status while studying at ILI (ie only one stretch or one refund).

ILI requires at least one month to process a refund.

Original period of study: Start Date \_\_\_\_\_ End-date \_\_\_\_\_

Requested End Date: \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

Request Approved  Request Denied

Signature of Registrar \_\_\_\_\_