



Maple Leaf Academy Ltd.

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

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

WITHDRAWAL AND REFUND POLICY

Maple Leaf Academy Ltd. (hereinafter referred to as “MLA”) withdrawal and refund policy as follows:

Withdrawal Policy

All withdrawal requests must be made in writing and signed by the applicant.

The student must provide at least one weeks’ notice of withdrawal.

Requests may be sent by email to esl@mapleleafacademy.com or mailed to:

Maple Leaf Academy
ATTN: Registrar
#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 MLA.

Refund Policy

At any time before and during studies at MLA, arrangements may be made to defer program attendance or to have the funds transferred to a designated beneficiary.

Registration fees are non-refundable.

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

MLA currency is CAD and will process refunds in our currency.

MLA is not responsible for changes in exchange rates and third-party transaction fees.

Refund When a Visitor or Study Permit is Denied

- Tuition will be refunded in Canadian funds equivalent to the tuition paid less transaction fees.
- The student must provide a COPY OF THE LETTER FROM THE IMMIGRATION DEPARTMENT stating that the Study Permit was denied.

Refund When a Visitor or Study Permit is Received, and All other Paying Students

If a student withdraws from a program:

more than 30 days before student start date

- Tuition will be refunded in Canadian funds equivalent to the tuition paid less transaction fees.

more than one week but less than 30 days before the student start date

- Tuition will be refunded in Canadian funds equivalent to 50% of the tuition paid, less transaction fees.

less than one week before the student start date, or any time thereafter

- No refund will be given.

I _____, have read and agree to the withdrawal and refund policy as outlined in this document, dated this _____ day of _____ (month), _____ (year) at _____ (City), of _____ (Province/State/Region – if applicable), _____ (Country).

Full Name:

Witness Full Name:

Address:

Witness Address:

Date:

Date:

FURTHER INFORMATION

Further questions or requests for more information about studying in Canada should be made to:

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