



STUDENT WITHDRAWAL POLICY

1. If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Administrator who will then forward it to the Program Director.
2. Refunds are calculated according to the West Coast Institute Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.
3. An international student whose application for a study permit has been denied is entitled to a refund under PTIB Bylaws, ***if a copy of the denial letter is provided to the West Coast Institute prior to the session start date.***
4. Policy to be implemented by the Administrator.

REVIEWED 5/24/2024