

## Eaton Arrowsmith 2019-2020 Academic Year - Tuition Refund Policy

*"Eaton Arrowsmith" refers to Eaton Arrowsmith locations in Vancouver, Redmond and White Rock, Eaton Arrowsmith Adults in Vancouver and Redmond, and Eaton Arrowsmith Learning Centre, each of which is referred to herein as "Eaton Arrowsmith" or the "school."*

**Thank you for enrolling at Eaton Arrowsmith, and for your commitment to joining us in our vision of empowering positive change, and our dedication to strengthening capacities in our students.**

Due to our specific and individualized cognitive curriculum, Eaton Arrowsmith receives no government funding. We also do not ask for a large deposit from families upon enrolment in the school, only for enough to cover the cost of educating the student for the year. Each year, staffing and other decisions are made based on the number of students committed to attending the following year. Financial commitments are made for the year to staff salaries, facilities, programs, maintenance, and other fees, and withdrawal of a student does not reduce these expenses. With this in mind, this tuition refund policy has been created to reflect Eaton Arrowsmith's financial commitments for the year.

This tuition refund policy is followed at Eaton Arrowsmith Schools in BC, Eaton Arrowsmith Academy in Washington State, Eaton Arrowsmith Learning Centre, and Eaton Arrowsmith Adults in both BC and Washington State. Unless a withdrawal or dismissal falls under one of the conditions outlined below, no refund will be provided. Please do not hesitate to ask if you have any questions regarding the following information.

### **Eaton Arrowsmith Tuition Refund Policy:**

- 1. For withdrawals from all programs:** if Eaton Arrowsmith receives tuition from the student, or a person on behalf of the student, Eaton Arrowsmith will retain an administrative fee of \$250 and any applicable assessment fees (\$1,400 for a full assessment and \$200 for a Cognitive Enhancement Program or Cognitive Intensive Program assessment)\* and then refund the remainder of the tuition fees paid in relation to the program in which the student is enrolled if one of more of the following applies:
  - (a) the student is enrolled in the program without having met the admission requirements ([www.eatonarrowsmith.com/admissions-process/](http://www.eatonarrowsmith.com/admissions-process/)) and the student and/or his or her family did not misrepresent his or her learning profile when applying for admission.
  - (b) an international student is denied a study permit and delivers a copy of the rejection letter issued by Citizenship and Immigration Canada to Eaton Arrowsmith before the student's first day in their program.

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\*Updated in June 2019 to reflect new assessment fees (full assessment was previously \$2,600 and CEP/CIP assessments were \$250) and in September 2019 to include new programs.

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#### **WHITE ROCK**

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#### **REDMOND**

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2. For withdrawals from **Full Time and Half Day programs (excluding the Executive Function Program and the Concussion/Brain Injury Program for Children)**, if Eaton Arrowsmith receives a notice of withdrawal from a student or family (either a voluntary withdrawal or a withdrawal resulting from expulsion from a school or program):
  - (a) 30 or more days before the student's first day in their program, Eaton Arrowsmith will retain assessment fees for any Arrowsmith Programming assessments that were conducted at Eaton Arrowsmith (\$1,400 for a full assessment and \$200 for a Cognitive Enhancement Program or Cognitive Intensive Program assessment)\* and an administrative fee of \$250.
  - (b) less than 30 days before the student's first day in their program, Eaton Arrowsmith will retain up to 20% of the tuition due as per the student's tuition fee schedule, to a maximum of \$2,500, in addition to assessment fees for any Arrowsmith Programming assessments that were conducted at Eaton Arrowsmith (\$1,400 for a full assessment and \$200 for a Cognitive Enhancement Program or Cognitive Intensive Program assessment).\*
  - (c) on or after the first day of the academic year (first Tuesday in September)
    - i. but before September 30<sup>th</sup>, Eaton Arrowsmith will retain 30% of the tuition due as per the student's tuition fee schedule.
    - ii. after September 30<sup>th</sup> but before November 30<sup>th</sup>, Eaton Arrowsmith will retain 50% of the tuition due as per the student's tuition fee schedule.
  - (d) on or after December 1<sup>st</sup>, Eaton Arrowsmith will retain 100% of the tuition due as per the student's tuition fee schedule.
  
3. For withdrawals from the **Executive Function Program and the Concussion/Brain Injury Program for Children**, if Eaton Arrowsmith receives a notice of withdrawal from a student or family (either a voluntary withdrawal or a withdrawal resulting from expulsion from a school or program):
  - (a) 30 or more days before the student's first day in their program, Eaton Arrowsmith will retain assessment fees for any Arrowsmith Programming assessments that were conducted at Eaton Arrowsmith (\$1,400 for a full assessment and \$200 for a Cognitive Enhancement Program or Cognitive Intensive Program assessment)\* and an administrative fee of \$250.
  - (b) less than 30 days before the student's first day in their program, Eaton Arrowsmith will retain up to 20% of the tuition due as per the student's tuition fee schedule, to a maximum of \$2,500, in addition to assessment fees for any Arrowsmith Programming assessments that were conducted at Eaton Arrowsmith (\$1,400 for a full assessment and \$200 for a Cognitive Enhancement Program or Cognitive Intensive Program assessment).\*
  - (c) on or after the first day of the student's program
    - i. but before the 10<sup>th</sup> instructional day in the student's program, Eaton Arrowsmith will retain 30% of the tuition due as per the student's tuition fee schedule.
    - ii. on or after the 10<sup>th</sup> instructional day, Eaton Arrowsmith will retain 100% of the tuition due as per the student's tuition fee schedule.

4. For withdrawals from **Part Time, Motor Symbol Sequencing and Cognitive Enhancement Programs**, if Eaton Arrowsmith receives a notice of withdrawal from a student or family (either a voluntary withdrawal or a withdrawal resulting from expulsion from a school or program):
  - (a) 30 or more days before the student's first day in their program, Eaton Arrowsmith will retain assessment fees for any Arrowsmith Programming assessments that were conducted at Eaton Arrowsmith (\$1,400 for a full assessment and \$200 for a Cognitive Enhancement Program or Cognitive Intensive Program assessment)\* and an administrative fee of \$250.
  - (b) less than 30 days before the student's first day in their program, Eaton Arrowsmith will retain up to 10% of the tuition due as per the student's tuition fee schedule, to a maximum of \$500, in addition to first year assessment fees if applicable (\$1,400 for a full assessment and \$200 for a Cognitive Enhancement Program or Cognitive Intensive Program assessment).\*
  - (c) on or after the first day of the specific Part Time Program the student is enrolled in
    - i. but before October 30<sup>th</sup>, Eaton Arrowsmith will retain 30% of the tuition due as per the student's tuition fee schedule.
    - ii. after October 30<sup>th</sup> but before November 30<sup>th</sup>, Eaton Arrowsmith will retain 50% of the tuition due as per the student's tuition fee schedule.
  - (d) on or after December 1<sup>st</sup>, Eaton Arrowsmith will retain 100% of the tuition due as per the student's tuition fee schedule.
  
5. For withdrawals from **Summer Programs and Cognitive Intensive Programs**, if Eaton Arrowsmith receives a notice of withdrawal from a student or family (either a voluntary withdrawal or a withdrawal resulting from expulsion from a school or program):
  - (a) more than seven days before the first day of the program, the school will retain \$500 of the fees paid.
  - (a) within seven days before the program start date or after the program has commenced, Eaton Arrowsmith will retain 100% of the tuition due as per the student's tuition fee schedule.

Refunds offered under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 60 days of the date the student's withdrawal form is received by Eaton Arrowsmith.