

POLICY 300.1-
COURSE FEES AND REFUNDS

Course Fees

1. Educational institutions that register their students in School District No.73 Business Company (SD73BC) distributed learning program are required to pay course fees to SD73BC. It is the school's responsibility to collect fees from their students. SD73BC is not involved in collecting fees directly from students except as expressly agreed between SD73BC and a school.
2. The amount of these fees are established annually by the SD73BC. Fees are based on the cost of providing an online educational program to non-resident learners. Fees will be specified in SD73BC's contract with each school, subject to annual adjustment.
3. SD73BC will provide recommendations to schools regarding fee structures imposed on their students, but the school is responsible for setting and collecting all fees charged to students.
4. All fees must be paid in full and received by SD73BC prior to a student's registration in a course.

Refund policy for Distributed Learning Courses

5. If a school wishes to withdraw a student from a course, the withdrawal request must be submitted in writing by the school.
6. All refunds are at the discretion of SD73BC, however refund requests are generally: (a) permitted if a school submits a withdrawal request within 14 days of registration in the SD73BC course for which the refund is sought; and (b) not granted if a withdrawal request is received more than 14 days after registration in the SD73BC course for which the refund is sought.
7. All requests for refunds must be made in writing to the Director of School District No.73 Business Company.
8. No refunds will be granted if the student is removed from a course or program for academic dishonesty or due to the student's violations of the rules and regulations of SD73BC.
9. SD73BC is not liable for losses or expenses that may occur as a result of SD73BC not being able to provide education owing to due to causes beyond its control, including strikes, labor disruption, pandemic, earthquake, flood, natural disaster, acts of god or change or law.

10. No refund will be granted if it is found that the student obtained admission to SD73BC under false pretense or with forged documents. If the student's education needs are greater than disclosed, SD73BC reserves the right to levy additional charges for extra support if such support is available. Any non-payment of such additional amounts is grounds for SD73BC to withdraw the student without refund.
11. If SD73BC agrees that it will collect fees directly from students, then any refunds will be issued to the original payor of the fees.
12. SD73BC will suspend the delivery of courses and related services to students for whom full payment has not been made when due, unless other payment arrangements have been made with SD73BC.