

TUITION FEES AND PAYMENT

Students are provided full details of all fees associated with their program during the admission process. They are responsible for repaying any student loans and adhering to the terms of their enrollment contract and student loan agreement with the relevant loan authorities.

If a student withdraws from their program or ceases to be a full-time student, they may become subject to an over-award situation with the student loan program. In such cases, students must consult with the Financial Advisor and/or the student loan authorities to understand any financial implications related to withdrawal, dismissal, changes in course load, or other significant adjustments to their studies.

If a student withdraws or is dismissed, Eminent College must notify the appropriate student assistance office and process tuition refunds per the College's refund policy. Any applicable refund will be directed toward outstanding student loans with the loan authorities.

All tuition and related fees must be paid in full by the academic end date specified in the Enrollment Contract and in accordance with the agreed-upon payment schedule with Eminent College.

Failure to meet financial obligations or make satisfactory payment arrangements may result in suspension or dismissal from the College. Additionally, Eminent College reserves the right to withhold credentials and/or transcripts until all outstanding fees are paid in full.

TUITION AND FEE INCREMENT POLICY

The tuition and related fees for all programs at Eminent College are locked in at the time of enrollment. Once a student signs their Enrollment Contract, all listed fees are fixed for the duration of their program and will not increase under any circumstances.

All fees outlined in the Enrollment Contract reflect the approved rates published on the Alberta Learning Information Service (ALIS) website at the time of the student's enrollment. In some cases, fees may be lower due to College-approved promotions, scholarships, or discounts.

If any future fee adjustments are approved for newly enrolling students, such changes will not affect students who have already signed an Enrollment Contract. Current students are fully protected from tuition or fee increases once enrolled.

STUDENT DISCOUNTS

Eminent College will provide a 15% discount on retail products and a 50% discount on student-provided services upon instructor approval.

REFERRALS

Students can receive \$100 for referring a friend who enrolls in the Hairstyling or Blended Hairstyling and Esthetics program. The referral must be presented during the enrollment process. The \$100 will be issued to the referring student after the referred student has started school and completed their first 60 days of class.

WITHDRAWING FROM YOUR STUDIES

Student Responsibilities

- You must immediately inform the College in writing if you have chosen to withdraw from your studies.
- You must pay back all Student Aid financial assistance.
- You must pay the College any outstanding fees.

Payment Calculation

- Payment calculations are regulated by the Provincial Ministry, and they dictate the amount owed to the College.
- You must pay any outstanding amount to the College as soon as possible.
- Should a refund be due (if a student has paid more than the required amount), a refund will be sent back to the loan provider directly (if applicable).

PROGRAM DISCONTINUATION POLICY (Designated Learning Programs)

If Eminent College discontinues a Designated Learning Program due to license cancellation, institutional closure, or other factors beyond student control, the following applies per Alberta Private Vocational Training Regulation Section 18 (Abandoning provision of vocational training):

- **Compensation for Undelivered Portions:** The College must refund all tuition fees paid for undelivered training, calculated as 100% of fees attributable to remaining program hours/modules (e.g., if 40% of program undelivered, full refund of that portion's cost). This overrides standard retention percentages in Sections 16-17. Student Aid and IRCC notified immediately.
- **Timelines for Refunds:** Processed within 30 days of discontinuation notice, or sooner per Director order. If College unable/refuses, Section 11 enforcement applies via Alberta Advanced Education Private Career Colleges Branch.
- **Alternative Arrangements:** Students offered transfer to equivalent Eminent College program or location at no extra cost, ensuring completion without disadvantage (per Section 18(4)). If unavailable, referrals to other licensed Alberta PCCs via ALIS directory (<https://alis.alberta.ca/occinfo/schools-in-alberta/>). Remote/teach-out options arranged if viable. Protected by pending Student Tuition Protection Fund. Contact Director of Operations (hr@eminentcollege.ca, 587-686-8348) for personalized plan