

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 AND REFERRALS

Eminent College provides the following benefits to students:

- **Retail Products:** 15% discount
- **Student-Provided Services:** 50% discount upon instructor approval
- **Referral Program:** Students referring a friend to any vocational program offered by the Eminent College will receive \$100 after the referred student has started classes and completed their first 60 days of the program.

WITHDRAWING FROM YOUR STUDIES

Students must immediately notify the College in writing if they choose to withdraw from their studies. They are responsible for repaying any Student Aid or financial assistance received and for paying any outstanding tuition or fees owed to the College. Refunds are calculated according to Alberta regulations that set the maximum tuition a College may retain depending on how much of the program has been completed.

Cooling-Off Period (First 4 Business Days)

Students may cancel their Enrollment Contract without penalty during the first four business days after signing. Full tuition and fees, including registration, must be refunded.

Before Program Start Date

Students are entitled to a refund if:

- They terminate their contract before the program start date
- The College terminates the contract before the program start date
- The program does not commence by the agreed-upon start date

After Program Start Date (Tuition Retention Based on Completion)

Refunds are calculated based on program completion as follows:

- **Less than 10% of the program completed:** College may retain 25% of tuition, remaining tuition refunded
- **Between 10% and 50% of the program completed:** College may retain 60% of tuition, remaining tuition refunded
- **More than 50% of the program completed:** College may retain 100% of tuition, no refund due

Incidental fees, including textbooks, lesson materials, supplies, printing, parking, or equipment, are **non-refundable**. Refunds are issued to the party who made the payment, whether the student, loan provider, government agency, or sponsor.

Refunds must be processed within 30 days of contract termination.

PROGRAM DISCONTINUATION POLICY (Designated Learning Programs)

If Eminent College discontinues a Designated Learning Program before it is complete, due to license cancellation, institutional closure, or other factors beyond student control, this is considered **abandoning the provision of vocational training** under its license. A program is deemed abandoned if the College stops providing the vocational training while:

- There are student contracts for the program that have not been terminated, or
- All student contracts have been terminated, but the Director determines that one or more terminations were made to avoid providing the training.

Compensation for Undelivered Portions:

In the event of program abandonment:

- The College must **refund all tuition fees paid for the undelivered portion of the program** (e.g., if 40% of program undelivered, full refund of that portion's cost), unless the student's contract was terminated before abandonment either by the student or by the College due to expulsion or non-payment of fees.
- If the College is **unable or refuses to issue the refund**, the Director of Private Career Colleges may intervene to ensure the refund is made.

The College is **not considered to have abandoned a program** if the Director determines that it is providing a means for students to complete the program **without disadvantage**, including offering alternative arrangements, transfers to equivalent programs, or remote/teach-out options.

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.

The College will notify students of their options, including transfer to another licensed Alberta PCC, continuation at a different location, or alternative program delivery methods.

Timelines for Refunds:

Refunds under this provision must be processed **within 30 days of program discontinuation**.

Students are protected under the **Student Tuition Protection Fund**, and the Director of Operations (hr@eminentcollege.ca, 587-686-8348) is available to assist with personalized arrangements.