



UMC Application Form

UMC Language Programs

Note 1: Application Fee of \$175 is non-refundable.

Note 2: Provincial Attestation Letter (PAL) Application Fee of \$500 is non-refundable.

Note 3: The policy applies to tuition only.

1. Refund Payment:

- 1.1) Refund owed to students pursuant to sections 1 and 2 will be paid after fourteen (14) days, but within thirty (30) days of receiving written notice of withdrawal from the student, or within thirty (30) days of UMC issuing written notice of dismissal.
- 1.2) To be considered for a refund, a student must submit a written notice of withdrawal to UMC. Verbal notices are not considered. **Application fees, airport reception fees, custodian letter fee and medical insurance are non-refundable. The school will not withhold student's passport, study permit or any other similar documents under any circumstances.**

2. International Students

- 2.1) In the event a registrant cancels their period of study due to visa refusal or denial of study permit, UMC may retain the lesser of 25% of total tuition fees or CAD\$200.00.
 - 2.1)a. The student or legal guardian must provide written notification of the situation to UMC and provide documentation of the circumstances seven (7) business days before the program starts.
- 2.2) In the event a registrant cancels their period of study after the approval of an entry visa and/or study permit for which an LOA from UMC has been used, NO refund will be made.
 - 2.2)a. When an international student enrolled with UMC on the basis of a study permit either withdraws from or is dismissed by UMC, UMC will notify IRCC within fourteen (14) calendar days that the student has either withdrawn or been dismissed.

3. Non-international students

- 3.1) If registration is cancelled before the program of study starts, the following conditions will apply:
 - 3.1)a. If written notice of withdrawal is received by UMC no less than seven (7) days after the contract is made and before the program start date UMC may retain the lesser of 25% of the total tuition fees or CAD\$500.00 after deducting CAD\$200.00 as a refund administration fee.
 - 3.1)b. If written notice of cancellation is received by UMC 30 days or more before the scheduled program start date, UMC will retain 25% of total tuition fees after deducting an administration fee of CAD\$200.00.
 - 3.1)c. If written notice of cancellation is received by UMC less than 30 days before the scheduled program start date, UMC will retain 40% of fees.
- 3.2) If a student withdraws or is dismissed from program after period of study starts but within first week of program, the student is eligible for a refund of 50% of the total tuition fee minus CAD\$200.00 of non-refundable administration fee.
 - 3.2)a. No tuition refunds will be granted after first week of the class.

UMC Homestay Fee Refund Policy

1. The Homestay Placement Fee is non-refundable.
2. Refund for all other Homestay Fees are granted upon written notification of Student Permit denial, in accordance with UMC Refund Policy.
3. Written withdrawal from Homestay 30 days before commencement refunds all fees except placement fee.
4. Withdrawal from a Homestay before commencement but less than 30 days prior, all fees will be refunded except for the first 2 weeks.
5. For withdrawal or dismissals from Homestay after commencement with less than 30 days notice, fees are refunded minus 2 weeks and the duration of stay.
6. If notice to transfer or cancel exceeds than 4 weeks, all remaining unused Homestay Fees are refunded.
7. Transfer to a different homestay incurs the Homestay Move Fee and possible fees for the next 4 week contract period, subject to Director approval.
8. Dismissal without refund for violating Canadian Law or UMC regulations.
9. Refunds are issued within 30 days of receiving written notice and original receipt. If registered by a representative or recruiter, refunds are sent to them.

Dismissal Policy

The following may be causes for the immediate dismissal of a student:

1. Possession of illegal or dangerous drugs or weapons
2. Cheating, plagiarism, stealing, or forgery
3. Theft or non-accidental destruction of school property
4. Lewd, indecent, or obscene behavior on school property
5. Abusive behavior toward other students or school staff

Applicant Signature: _____

Date: _____