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Refund Policy

IF THE VISA IS DENIED:

If the student cancels his/her course because his/her Canadian visa is denied, The Communication Embassy Canada Inc. will refund all received school fees (school fees do not include The Communication Embassy Canada Inc.'s \$200 administration fee, bank or credit card charges, courier charges, or fees for notarization of documents).

ONCE YOU GET YOUR VISA OR IF NO VISA IS NECESSARY:

Any person that commits himself to taking a course at this institution can free himself/herself of his/her commitment provided he/she sends a notifying letter, REGISTERED MAIL, prior to commencement of the course. In such case **The Communication Embassy Canada Inc.** will claim an indemnity of 10% of the course fee.

A student who has attended only part of a course at this institution is only required to pay for the months he/she attended or was scheduled for classes. However, in this case no refunds will be made for the portion of the not yet completed month.

An official notice of withdrawal has to be given to The Communication Embassy Canada Inc. at least 3 weeks before the starting date of the next monthly session. In the case that the official notice of withdrawal has not been received on time, the student will be charged for the following month.

Non-attendance, by itself, does not constitute an official withdrawal. To withdraw from the TCE program, you must first write a letter detailing the reasons for the withdrawal.

The Communication Embassy Canada Inc. is required to share information with Citizenship and Immigration Canada and the Ministry of Training/Colleges and Universities as a condition of being a designated institution approved under the International Student Program.