

Student Withdrawal Policy & Procedure

Policy:

If a student decides to withdraw from a program, they must provide a written and dated notice of withdrawal to the Chief Flying Instructor. Refunds are calculated according to Island Coastal Aviation Inc. Refund Policy. The date on which the written notice of withdrawal is received will be used to determine any refund owing.

An International student whose application for a study permit has been denied is entitled to a refund under PTIB Bylaw 38.3, if a copy of the denial letter is provided to Island Coastal Aviation Inc. prior to the program start date.

Procedure:

The Student wanting to withdraw from the Program will write a letter of withdrawal and present it to the Chief Flying Instructor the Chief Flying Instructor will then immediately hand it over to the Primary Contact.

The Primary Contact will then sit down with the student and review the refund policy to determine the amount to be refunded.

The Refund Money will be presented in the form of a company cheque and the student will sign the statement of account showing a zero balance a copy will be given to the student, one copy kept in the student file and one copy in the accounting file.

Statement of certification:

By signing below, I attest I have read, fully understand and agree to the terms set out in this policy.

(Student Signature)
Signature)

(Witness

Dated: _____ Day of _____, _____ -

Pitt Meadows, British Columbia, Canada

103 - 18799 Airport Way, Pitt Meadows Airport ♦ Pitt Meadows, BC Canada V3Y 2B4 Office: (604) 465-5560

www.IslandCoastalAviation.com
