

How to register:

- Fill out registration form
- Fax registration form to: (+1) 416.849.7942
- One of our representatives will then contact you to verify your registration and provide you with an invoice
- Pay fees in full by wire transfer, bank draft, or money order.
- All bank fees are paid by the student
- We will send you a Letter of Acceptance after payment has been received

**PROGRAM TERMS AND CONDITIONS**

All tuition and fees are due in full at the time of registration.

Those students whose fees are being paid by a sponsor must supply evidence of this sponsorship to the School. Students will be liable for fee payment where a sponsor fails to make payment.

The School, at its discretion, may grant the authority to pay tuition fees by installments. In such cases, the first installment must be paid upon registration (by the end of the first week of term) and will include any installment surcharge.

Any student whose tuition and fees or accommodation fees have not been paid in full will not be allowed to proceed to the next course and will be required to withdraw from the school. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a diploma/certificate, the award will not be confirmed, and no certificate will be issued, until the outstanding fees have been paid in full.

**Tuition Refund Policy:**

Refunds do not apply to students who have been granted visitors visas or study permits in order to study at Metropolitan College of Continuing Education. These students do not qualify for a refund.

You are entitled to a 100% tuition refund if you are unable to obtain lawful entry into Canada in order to study at Metropolitan College of Continuing Education Inc. In this case you must fax the letter of rejection provided to you by the Canadian Embassy or Consulate stating that you were denied entry to Canada. This letter must be received by the school before the program start date.

You are entitled to a 70% tuition refund if you request a refund 25 days or more prior to your program start date. (This refund does not apply to students who have been granted visitors visas or study permits in order to study at Metropolitan College of Continuing Education. These students do not qualify for a refund)

There is no refund after the program start date.

All refund requests must be received in writing. Processing refunds may take up to 30 days.

The administration fee for processing refunds is \$200. Program registration fees and home stay registration fees are non-refundable.

**Student Conduct:**

Students must attend the classes they are enrolled in, be punctual, participate in class and speak English at all times at the school.

Students enrolled in private classes must attend all scheduled classes as outlined in their private class schedule.

If students are not able to attend their scheduled private class, 24 hours notice is required in order to reschedule the class. Classes missed without at 24 hours notice will not be rescheduled.

**General Terms and Conditions:**

After a placement test or consultation, class times and programs will be confirmed. Programs are available based on enrolment. Programs are reserved by full payment.

All Students must have full health insurance for the duration of their studies at Metropolitan College of Continuing Education. Students may purchase this insurance through the school or through their own provider.

Metropolitan College of Continuing Education and its directors, shareholders and representatives accept no responsibility whatsoever for any loss or damage to the personal belongings or property of any student, or for any injury of a student occurring on or off the school property.

**HOMESTAY TERMS AND CONDITIONS (IF APPLICABLE)**

The student shall promptly send all applicable homestay payments to Metropolitan College of Continuing Education at the beginning of the homestay period. Metropolitan College of Continuing Education reserves the right to cancel the Student homestay package if payment is not paid as required.

The student acknowledges that Metropolitan College of Continuing Education is not liable for any property damage, theft or personal injury which involves the Guest, the Host or the Guest's belongings.

The student agrees not to violate any house rules established by the Host.

If the student cancels the homestay accommodation 14 days or more before the scheduled arrival date, all fees shall be refunded, except the non-refundable placement fee. If the student cancels the homestay package less than 14 and more than 1 day before the scheduled arrival date, the student is entitled to a 70% accommodation refund. Students do not qualify for a refund if they cancel less than 24 hours prior to the accommodation start date.

The student must notify Metropolitan College of Continuing Education at least 48 hours before any scheduled airport pick up in order to cancel the pick up and receive a full refund.

If the student wishes to change homestay locations during the homestay residency, the student must contact Metropolitan College of Continuing Education immediately with such a request. If Metropolitan College of Continuing Education considers the reason for the requested change to be valid, the student will reside at the first homestay while Metropolitan College of Continuing Education makes an effort to arrange a new homestay location, at no additional charge.

If the student wishes to cancel the homestay package entirely after the homestay has begun, the student must notify Metropolitan College of Continuing Education immediately. Homestay fees beyond the then current 4 week payment will be refunded in full.