



SAE Institute Inc.
Institution: 03881

Tuition Refund Policy

Policy Statement	SAE establishes clear and unambiguous tuition information and policies to ensure fair and transparent practices for potential and current students
Purpose	This policy describes how SAE meets the requirements of the Private Training Act and Regulation in relation to Tuition Refunds.
Scope	This policy applies to students of SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver. "Student" means a person who is presently enrolled.
Associated Policies & Procedures	NA
Associated Documents	Private Training Act Private Training Regulation Student Enrolment Contract
Effective Date	1 February 2017
Revised Date	1 January 2025

Policy

Circumstances When Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	<ul style="list-style-type: none"> 100% tuition and all related fees, other than the application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> More than seven days after student signed the enrolment contract, and Before the program start date. 	<ul style="list-style-type: none"> Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal:	
<ul style="list-style-type: none"> No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal 	<ul style="list-style-type: none"> Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After the program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	<ul style="list-style-type: none"> Institution may retain up to 10% of tuition paid or payable under a contract.

<ul style="list-style-type: none"> After the program start date, and after more than 10% but before 30% of instruction hours have been provided. 	<ul style="list-style-type: none"> Institution may retain up to 30% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 30% but before 50% of instruction hours have been provided. 	<ul style="list-style-type: none"> Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> After the program start date, and after more than 50% of instruction hours have been provided. 	<ul style="list-style-type: none"> No refund due
Student does not attend the program – “no-show” (applies to all students except those Enroled in a program delivered solely by asynchronous distance education):	
<ul style="list-style-type: none"> A student does not attend the first 30% of the program. 	<ul style="list-style-type: none"> Institution may retain up to 50% of the tuition paid under a contract.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	<ul style="list-style-type: none"> 100% tuition and all related fees, other than application fee.
Student enroled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	<ul style="list-style-type: none"> 100% tuition and all related fees, including application fees
The institution must pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit, providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).	