



# Maple Leaf Academy

#200, 731 - 6th Avenue S.W.  
Calgary, Alberta, Canada T2P 0T9

Tel. (403) 262-8851  
Fax. (403) 262-8911

## WITHDRAWALS AND REFUND POLICY

All withdrawal requests must be made in writing and signed by the applicant. They must be addressed to:

The Registrar  
Maple Leaf Academy  
#200, 731 ó 6<sup>th</sup> Ave S.W.  
Calgary, AB T2P 0T9  
Canada

The Official Withdrawal Date will be the date the Letter of Withdrawal is received by Maple Leaf Academy.

### Withdrawal Procedure when a Visitor or Study Permit is denied:

- All fees, except the Registration Fee, will be refunded.
- The student must return:
  - The ORIGINAL LETTER OF ACCEPTANCE
  - The ORIGINAL OFFICIAL RECEIPT
  - A COPY OF THE LETTER OF THE IMMIGRATION DEPARTMENT stating that the Study Permit was denied.

### Withdrawal procedure when a Visitor or Study Permit is received:

- If a student withdraws from a program more than 30 days before the semester start date, all fees, except the Registration Fee, will be refunded.
- If a student withdraws more than one week but less than 30 days before the semester start date, 50% of the tuition will be refunded.
- If a student withdraws less than one week before the semester start date, or any time thereafter, no refund will be given.

**\* The Registration Fee is non-refundable \***

### FURTHER INFORMATION

Further questions or request for more information about studying in Canada, should be made at the following address:

MAPLE LEAF ACADEMY  
#200 731-6th Avenue SW  
Calgary, Alberta T2P 0T9  
Canada  
Tel : (403) 262-8851 Fax : (403) 262-8911  
E-mail: [esl@mapleleafacademy.com](mailto:esl@mapleleafacademy.com)

We are always available to answer your questions and provide you with further assistance and information.