

PROGRAM TERMS AND CONDITIONS

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

Tuition Refund Policy:

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.. ("the school"). 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.

General Terms and Conditions:

After a placement test, 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 Inc. Students may purchase this insurance through the school or through their own provider.

Metropolitan College of Continuing Education Inc. 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)

1. The Guest shall promptly send all applicable homestay payments to Metropolitan College of Continuing Education at the beginning of each four week homestay period (excluding the first month's payment, which is to be paid upon registration), based upon rates as follows:

	1 day	1 week	4 weeks (28) days
2-Meal Package	\$30	\$205	\$750
3-Meal Package	\$33	\$220	\$800

2. Guest 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.

3. Guest agrees not to violate any house rules established by the Host.

4. Guest agrees not to misrepresent the truth to Metropolitan College of Continuing Education or to the Host when relaying homestay related information.

5. Metropolitan College of Continuing Education reserves the right to cancel the Guest's homestay package if any payment referred to in paragraph 1 is not paid as required.

6. If the Guest cancels the homestay package 14 days or more before the scheduled arrival date, all fees shall be refunded, except the non-refundable placement fee. If the Guest cancels the homestay package less than 14 days before the scheduled arrival date, Metropolitan College of Continuing Education shall retain the non-refundable placement fee and 30% of paid homestay fees, with the balance of any remaining payments made to be refunded. The Guest 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.

7. If the Guest wishes to change homestay locations during the homestay residency, the Guest 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 Guest 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.

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