



Toronto Campus
4 Lansing Square, Suite 100
Toronto, ON, Canada M2J 5A2

Toronto ICEAP@King's Campus
1070 Colborne Street,
London, ON, Canada N6A 4B4

RULES AND POLICIES, INCLUDING TUITION REFUND POLICY

ATTENDANCE POLICY

Attendance is taken all day – both mornings and afternoons. Students must attend a minimum of 90% of all classes each semester. **Any student missing more than 3 days of classes will not be eligible to write the final exams.**

PLACEMENT POLICY

Students must take the ICEAP Toronto Placement Test. Students understand the ICEAP Toronto Placement Procedure and agree that results of the ICEAP Toronto Placement Tests are final.

Students who forego the ICEAP Toronto Placement Test will be assessed into the Foundations of ESL Module, Level 1.

REFUND POLICY

Students who pay the ICEAP Toronto tuition deposit agree to ICEAP Toronto's refund policy as outlined below:

A. APPLICATION AND CREDIT TRANSFER FEES RECEIVED BY ICEAP TORONTO

- I. A **non-refundable** Application Fee of CAD \$260 will apply to all enrolment applications made to ICEAP Toronto.
- II. The Credit Transfer application and service fee of CAD \$300 is non-refundable.

B. TUITION DEPOSIT AND FEES FOR ICEAP TORONTO STUDENTS WHO HAVE APPLIED TO PARTNER INSTITUTIONS

- I. All refund requests must be made in writing to the Finance Department by the ICEAP Toronto student.
- II. ICEAP Toronto will refund tuition fees deposited by an ICEAP Toronto Student who:
 - fails to obtain a Student Visa from the Canadian Embassy before traveling to Canada; and
 - provide documentation proving the rejection of their visa application.

Note: Refund of tuition deposits are only issued if the student is denied enrollment at ICEAP Toronto. Refunds may take up to 4 weeks to process. A wire transfer service charge will be applied against this type of refund.

- III. Any ICEAP Toronto student who is successful in gaining a visa to study in Canada and subsequently begins their studies at ICEAP Toronto may qualify for a refund of unused tuition only after the student completes the ICEAP Toronto program which the student selected at registration and registers for the partner institution program selected at registration.
- IV. Any ICEAP Toronto student who is successful in gaining a visa to study in Canada and subsequently begins their studies at ICEAP Toronto may qualify for a refund of unused tuition only after the student completes the ICEAP Toronto program which the student selected during the study at ICEAP Toronto and registers for the partner institution program, and provides enrollment record from the destination school.

www.toiceap.ca | Tel: 1-647-495-6638 | info@toiceap.ca





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- V. Any other requests for tuition refunds other than the failure to obtain a Student Visa by the Canadian Embassy will not be considered.

C. RESIDENCE FEES:

Once an ICEAP Toronto student has successfully applied for residence, Residence Registration Fee, 16 weeks' Residence Rent Fee, Meal Plan and Facility Fee are non-refundable. Unused prepaid Residence Deposit may be refundable when student is qualified.

D. ACCOMMODATION SECURITY DEPOSITS

- I. All requests for Accommodation Security Deposits must be made in writing to the Student Services Department by the student using the Accommodation Termination Notice form.
- II. ICEAP Toronto will refund the balance of any money held on deposit as Accommodation Security once that student graduates from ICEAP Toronto and provides proof that their account with their accommodation provider is in good standing.
- III. ICEAP Toronto students who wish to leave Accommodation and receive a refund prior to graduation from ICEAP Toronto must present proof that their account with their accommodation provider is in good standing.
- IV. Requests will take 5 business days to process. ** Refund requests are not processed during Intake Weeks. For an Intake Week schedule, please visit Schedule at <http://toiceap.ca>.

Notes: For Students who have proof of a qualified English Proficiency Test Score (i.e. TOEFL 80*, or IELTS 6.5 with no band below 6.0 for universities partners. IELTS 6.0 or equivalent for college partners).**

1. ICEAP Toronto only accepts students who do not possess adequate English Proficiency Test Scores into ICEAP Toronto EAP programs.
2. Level 5 is the highest entry level in which a student may begin their ICEAP Toronto EAP studies (students with IELTS 6.0 or those who have studied at least 6 months in Canada and have successfully passed the ICEAP Toronto challenge test are permitted to start from Level 6).
3. Students who have scored adequately on English Proficiency Tests from ICEAP Toronto and /or Partner Institution recognized programs should apply to their chosen university directly. ICEAP Toronto will not accept such students into language training programs unless they sign a declaration referencing their intent to study at ICEAP Toronto despite being eligible for direct entry into university programs.
4. If a student provides written proof of English Language proficiency from an ICEAP Toronto and/or Partner Institution recognized program after receiving an official ICEAP Toronto offer and paying the tuition deposit, no tuition refund will be given.