



Maritime Education Associates & Western Marine Institute

REGISTRATION TERMS AND CONDITIONS

1. In order to have reserved a seat in a particular course, a registration fee of \$100 is payable upon registration on each course with a tuition up to \$2,000, and \$500 is payable upon registration on each course with a tuition over \$2,000. \$100 of each course fee is non-refundable in the event of subsequent cancellation by the student. In the event additional fees have been prepaid, these will be refunded based on the MEA refund policy as outlined below. If the course is cancelled, refunds will be provided as per Clause #4 below.
2. If insufficient students register for the course and it is cancelled, the registration fee may be applied to a similar course within the same academic year, or the individual will receive a full refund.
3. The balance of the fees are due and payable fourteen (14) days prior to the commencement of the course.
4. Where insufficient numbers of students are registered, MEA will offer those students registering the option of paying an additional surcharge to meet the minimum cost recovery for the course, or receive a full refund of the fees paid.
5. MEA's Refund Policy - 3.1 is as follows:

Refunds before the program of study starts and in addition to the registration fee:

- a. If written notice of withdrawal is received by the institution less than seven (7) calendar days after the registration contract is made, and fourteen (14) days before the start of a program of study, the institution will retain the sum of \$100 from the fees received.
- b. Subject to subsection 3.1.1, if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract or \$100, whichever is greater.
- c. Subject to subsection 3.1.1, if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract or \$100, whichever is greater.

Refunds after the program of study starts:

- d. If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.
- e. Subject to subsection 3.2.1, if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.
- f. If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

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