



Early Childhood Education Diploma Program 2017 – 2018

Tuition Refund Policy

1. The \$500.00 acceptance deposit accompanying the letter of acceptance is non-refundable
2. If the student has paid the Program's tuition in full (\$11,053.00) and withdraws during the first half of the Program prior to the 23rd day of February, 2018, the student is eligible for a pro-rated refund for the balance of the Program
3. If a student has made partial payment of the tuition fee and withdraws or is withdrawn during the first half of the Program prior to the 23rd day of February, 2018, the student will receive a pro-rated refund based on their tuition payment to the date of withdrawal
4. If a student withdraws or is withdrawn after one-half (50%) of the Program has been completed, there will be no refund, after February 23rd, 2018
5. If a student receives advanced standing for a required course, a tuition deduction, based on the current academic year's fees, will be applied
6. There is no refund of tuition fees due to failure/incomplete courses and/or placements

Note: Mothercraft adheres to the OSAP and Private Career Colleges Act, 2005 concerning fee/tuition policies

Payment Plans

1. Students may be able to arrange a payment plan with Mothercraft College. Payment plan requests must be received by the Admissions Office, in writing, before the first tuition installment due date and are subject to College approval. Students are responsible for adhering to their outlined payment plan.
2. If a student misses a payment as outlined in the agreed upon plan, a letter of warning will be issued.
3. If a student misses 2 consecutive payments, he/she will be considered in arrears and the College will initiate a meeting with the student immediately. His /her continued participation in the program will be under review based on amount of tuition outstanding, attendance, completion of assignments and overall academic standing.
4. Tuition fees must be paid in full for eligibility to graduate. No transcript, diploma or letter of reference will be issued to a student with outstanding tuition fees. Tuition that remains outstanding for more than 1 year will deem a student ineligible to graduate from Mothercraft College and the student must re-apply for program entry.
5. Re-entry into academic programs will be under the discretion of the Admissions and Registration and Academic Managers. Appeals on re-entry decisions can be made, in writing, to the Director of the College.