



**Morrison Campus**  
101 Upper MacLean Street,  
Glace Bay, Nova Scotia,  
Canada B1A 0A5

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

**CBU Campus**  
1250 Grand Lake Road,  
Sydney, Nova Scotia,  
Canada B1P 6L2

## REFUND POLICY and FEE SCHEDULE

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

### A. APPLICATION AND CREDIT TRANSFER FEES RECEIVED BY ICEAP

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

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

- I. All Refund requests **must be** made in writing to the Finance Department by the ICEAP student.
- II. ICEAP will refund tuition fees deposited by an ICEAP Student who:
  - fails to obtain a Student Visa from the Canadian Embassy before traveling to Canada;
  - can 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. 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 student who is successful in gaining a visa to study in Canada and subsequently begins their studies at ICEAP may qualify for a refund of unused tuition only after the student completes the ICEAP program which the student selected at registration and registers for the university degree program selected at registration.

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

### C. 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 will refund the balance of any money held on deposit as Accommodation Security once that student graduates from ICEAP and provides proof that their account with their accommodation provider is in good standing.

III. ICEAP students who wish to leave Accommodation and receive a refund prior to graduation from ICEAP 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://iceap.ca/e\\_programs-iceap.html](http://iceap.ca/e_programs-iceap.html).

**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 only accepts students who do not possess adequate English Proficiency Test Scores into ICEAP EAP programs.
2. Level 5 is the highest entry level in which a student may begin their ICEAP EAP studies (students with IELTS 6.0, or those who have studied at least 6 months in Canada and have successfully passed the ICEAP challenge test are permitted to start from Level 6).
3. Students who have scored adequately on English Proficiency Tests from ICEAP and /or Partner Institution recognized programs should apply to their chosen university directly. ICEAP will not accept such students into language training programs unless they sign a declaration referencing their intent to study at ICEAP despite being eligible for direct entry into university programs.

[www.iceap.ca](http://www.iceap.ca)

Tel: 1-902-849-6824 Fax: 1-902-849-7287

[info@iceap.ca](mailto:info@iceap.ca)

Exclusive Local EAP Training Partner of





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4. If a student provides written proof of English Language proficiency from an ICEAP and/or Partner Institution recognized program after receiving an official ICEAP offer and paying the tuition deposit, no tuition refund will be given.

### FEE SCHEDULE

You may receive your offer package close to or past your acceptance and payment due date. If this should occur, please make arrangements, upon receipt of this letter, for payment of at least an 8-month tuition deposit to guarantee your seat in the program. Your seat will be held until the last date to register.

Agreeing to the terms and conditions of the Letter of Acceptance and making the deposit chosen from the Fees Statement indicates that you understand that all eligible fees can be refunded only if your visa application is refused. Any remaining tuition deposit will be refunded only when you successfully complete the ICEAP program indicated in this offer and enroll in an ICEAP partner program.

#### School Fees

Application Fee**	[ ] 260.00	*All fees are in Canadian Dollars (CAD).
Credit Transfer Assessment & Processing Fee**	[ ] 300.00	** Specified fees are non-refundable
EAP Tuition Deposit***	[ ] 12,440.00	***These fees are refundable only if student does not
Pre- Master Degree Program Tuition Deposit***	[ ] 7,600.00	secure a visa to enter Canada

#### Additional Fees

ICEAP Student Service Fee**	[ ] 230.00
Student Union Fee **	[ ] 200.00
Mid-route Airport Pickup Fee (if applicable)**	[ ] 200.00
Residence or Homestay Registration Fee**	[ ] 25.00
Residence (not guaranteed) or Homestay Deposit	[ ] 4,100.00
Meal Plan (if residence is selected)	[ ] 2,050.00
Book Deposit	[ ] 600.00
Student Insurance	[ ] 650.00

- University application fees are available on partner websites.

ICEAP will collect, use, and disclose personal information to Citizen and Immigration Canada, Canada Border Services Agency, and the NS Department of Labour and Advanced Education only to the extent that such disclosure is necessary for the operation, implementation and administration of the program for which the information has been originally collected. By signing this application I acknowledge that I have had time to read and understand the ICEAP financial and admission policies associated with my acceptance to ICEAP. I agree that, when I am accepted to ICEAP, I will pay the fees associated with the program I have selected above, and I will be bound by the ICEAP refund and attendance policies.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:**(MM/DD/YYYY)\_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

- All fees are subject to change without notice- fees on the website are most current.

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