

Refund Policy

Compliant with Private Vocational Institution Act



**Ben's International
Driving School**

8 Symington Lane North, Navin, MB. R5T 0J1

bensinternationaldrivingschool@gmail.com

Tel: 204-5830980

Ben's International Driving School ("the Institution") follows the refund requirements set out under **The Private Vocational Institutions Act** and its Regulations. This policy applies to all students enrolled in any approved program of instruction.

1. Full Refunds Required in Specific Circumstances

Ben's will refund all money received or realized for a student's enrollment if:

1.1 Registration Cancellation

If the Institution's registration to operate as a PVI is cancelled.

1.2 Program Stops or Student Expelled Without Cause

If the Institution:

- Ceases to provide instruction in the program while the student is still enrolled, or
- Expels the student without cause.

2. Refunds Due to Student Actions

Refunds depend on when the student ceases to be enrolled.

2.1 Before Program Start Date

If a student withdraws before the start date, the Institution must refund:

- All money paid, except any *non-refundable fees* that were clearly identified in the student contract.

2.2 After Program Start Date

Refunds are based on the percentage of the program completed at the time the student ceases to be enrolled:

% of Program Completed	% of Paid Tuition Refunded
Up to 20%	75% refund
21% to 50%	50% refund
51% or more	No refund

How Program Completion Is Calculated

- Each hour of instruction or assignment is considered equal value.
- The student is deemed to have attended all scheduled hours up to the day before they cease to be enrolled.

3. Refunds for Materials Fees

3.1 Refundable Materials

Materials fees are refundable if:

- The student returns the materials within 10 days after ceasing enrollment, and

- The materials are in *substantially the same condition* as when received.

3.2 Non-Refundable Materials

Materials cannot be refunded if:

- They are personal-use items, or
- They have been removed from their packaging.

3.3 Digital Textbooks

Digital materials are refundable if the access code or license has not been used.

4. Non-Refundable Fees

- Except as permitted under Section 16 of the Act, the Registration Fee is not refundable

5. When a Student Is Deemed to Cease Enrollment

A student is considered to have ceased to be enrolled on the earliest date that:

5.1 Student Action

- The Institution receives the student's written notice of withdrawal.

5.2 Institution Action

- The Institution cancels the student's enrollment under policy, or
- The student is expelled.

5.3 Attendance Violations

- The student exceeds maximum absences allowed under the attendance policy.

5.4 Program Completion

- The student graduates.

6. Payment of Refunds

6.1 Refund Paid to Student

Refunds must be paid directly to the student, except:

6.2 Third-Party Payers

If a government program, agency, or another person paid fees, the refund must be paid to that party on the student's behalf.

6.3 Timeline for Refund Payments

All refunds must be issued within 30 days after the refund becomes payable.

7. Training Completion Fund Requirements (for compliance)

Ben's will provide required student information to the Director, including:

- Student name and contact information

- Program name
- Details of any third-party fee payer
- Any additional information requested

Ben's will remit 0.5% of tuition fees into the Training Completion Fund quarterly, per the regulation's schedule.

8. Use of the Training Completion Fund

If the Fund is required to refund tuition or arrange program completion:

- The Director will notify affected students and payers.
- Claims for refund must be submitted within six months of notice.
- Required documents include the student contract and proof of payment.

9. Questions About Refunds

Students may contact:

Ben's International Driving School Administrative Office

8 Symington Lane North, Navin, MB. R5T 0J1

bensinternationaldrivingschool@gmail.com

Tel: 204-5830980