



2024 Application Form

UMC Language Programs

Note 1: Application fee of \$175 is non-refundable.

Note 2: The policy applies to tuition only.

1. International Students:

1.1) In the event a registrant cancels their period of study due to visa refusal or denial of study permit, UMC may retain the lesser of 25% of total tuition fees or CAD\$200.00.

1.1.a) The student or legal guardian must provide written notification of the situation to UMC and provide documentation of the circumstances seven (7) business days before the program starts.

1.2) In the event a registrant cancels their period of study after the approval of an entry visa and/or study permit for which an LOA from UMC has been used, **NO** refund will be made.

1.2.a) When an international student enrolled with UMC on the basis of a study permit either withdraws from or is dismissed by UMC, UMC will notify IRCC within fourteen (14) calendar days that the student has either withdrawn or been dismissed.

2. Non-international students:

2.1) If registration is cancelled before the program of study starts, the following conditions will apply:

2.1.a) If written notice of withdrawal is received by UMC no less than seven (7) days after the contract is made and before the program start date UMC may retain the lesser of 25% of the total tuition fees or CAD\$500.00 after deducting CAD\$200.00 as a refund administration fee.

2.1.b) If written notice of cancellation is received by UMC 30 days or more before the scheduled program start date, UMC will retain 25% of total tuition fees after deducting an administration fee of CAD\$200.00.

2.1.c) If written notice of cancellation is received by UMC less than 30 days before the scheduled program start date, UMC will retain 40% of fees.

2.2) If a student withdraws or is dismissed from program after period of study starts but within first week of program, the student is eligible for a refund of 50% of the total tuition fee minus CAD\$200.00 of non-refundable administration fee.

2.2.a) No tuition refunds will be granted after 4:00pm on Friday of the first week.

3. Refund Payment:

Refund owed to students pursuant to sections 1 and 2 will be paid after fourteen (14) days, but within thirty (30) days of receiving written notice of withdrawal from the student, or within thirty (30) days of UMC issuing written notice of dismissal.

4. Deferred Acceptance:

Tuition and registration fees are transferable to a later month for up to 6 months, provided that the school is notified 30 days before the first day. In such case, another office Letter of Acceptance showing such an extension can be obtained from the Admission Office for a fee of \$100 (in Canadian currency).

To be considered for a refund, a student must submit a written notice of withdrawal to UMC. Verbal notices are not considered.

Application fees, airport reception fees, custodian letter fee and medical insurance are non-refundable. The school will not withhold student's passport, study permit or any other similar documents under any circumstances.

UMC Homestay Fee Refund Policy

1. The Homestay Placement Fee is non-refundable under all circumstances.
2. All other Homestay Fees are refunded if a Student Permit is denied and the student provides UMC with written notification as outlined in the UMC Refund Policy.
3. If a student withdraws from a homestay, in writing, 30 days prior to the Homestay commencement date, all Homestay fees will be refunded except placement fee.
4. If a student withdraws from a Homestay, in writing, before, but less than 30 days prior to the commencement of Homestay, all Homestay Fees will be refunded except fees for the first 2 weeks of the Homestay.
5. If a student withdraws or is dismissed from a Homestay, in writing, after commencement of the Homestay term with less than 30 days notice, all Homestay Fees will be refunded except for the amount equal to 2 weeks plus the amount covering the duration of stay from commencement to withdrawal.
6. If notice to transfer or cancel exceeds than 4 weeks, all remaining unused Homestay Fees are refunded.
7. There will be a CAD\$25 Homestay Move Fee for any changed homestay, unless otherwise approved by the UMC Director responsible for Homestay.
8. If a student requests to transfer to a different homestay family, the Homestay Move Fee will be charged and fees for the next 4- week contract period may be charged unless otherwise approved by the UMC Director responsible for Homestay.
9. A student will be dismissed from a homestay without refund if he or she has violated Canadian laws and/or UMC Homestay Regulations.
10. Refunds will be issued within 30days of receiving written notice and only upon presentation of the original receipt. If a student was registered by a representative or the recruiter, the refund will be sent to the representative or a recruiter.

Dismissal Policy

The following may be causes for the immediate dismissal of a student:

1. Possession of illegal or dangerous drugs or weapons
2. Cheating, plagiarism, stealing, or forgery
3. Theft or non-accidental destruction of school property
4. Lewd, indecent, or obscene behavior on school property
5. Abusive behavior toward other students or school staff

UPPER MADISON COLLEGE

[f @umcollegeca](#) [@umcollege](#) [UMC Upper Madison College](#) info@umcollege.net