

## East Coast International College Terms & Conditions

In 2016, East Coast International College (ECIC) was designated by the Province of Nova Scotia as a Private Career College. We continue to meet the requirements necessary to maintain this designation. Our designation number is O267638647882. East Coast International College abides by the Nova Scotia Private Career Colleges Act and related Regulations found [here](#).

Before entering into a contract with East Coast International College, we must provide students with a copy of ECIC's policies and procedures found in our East Coast International College Policies. By completing our application form, you agree to the terms set out on this page. You also agree to the policies and procedures outlined in the above-mentioned ECIC Policies document and our Learner Handbook. If the application form is submitted by a third party, the third party agrees that they have explained these conditions to you.

ECIC Terms and Conditions may change at any time at our discretion.

### Fees

A place in our college is offered on the condition that payment is received prior to your start date. Fees, as detailed in your Letter of Acceptance, must be paid at least four weeks before you arrive. Subsequent payments must be paid on or before the due date. If you are a sponsored student and your sponsor does not pay your tuition fees, you are personally obligated to pay any outstanding fees that may be owing to East Coast International College.

### Student Contract

All students are required to sign a contract before starting class at any private career college in Nova Scotia. This will be explained in detail to you on your first day at ECIC. It is agreed and understood that the application to ECIC shall form part of this contract.

### Refund Policy

1. Our refund policy is listed below and is also included in our ECIC Policies document.  
(Pursuant to section 34 of the *Private Career Colleges Operational Regulations*)
  - a. To withdraw from the course, I must first provide my Program Manager with a written letter including my reason for withdrawing.
  - b. The application fee is non-refundable. Please see the table below for amounts and timelines related to refunds in accordance with the Private Career Colleges Act of Nova Scotia.
  - c. A disagreement between the college and student with respect to the calculation of a tuition refund must be referred to the Director [of the Private Career Colleges Division] for a final decision.

Percentage of Hours of Program delivered to End of Enrollment	Refund (Minus any registration fee credited to tuition under subsection 51(2))
<b>Program 12 weeks or longer</b>	
0-25%	Any tuition paid for the 2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> quarters of the program
>25%-50%	Any tuition paid for the 3 <sup>rd</sup> or 4 <sup>th</sup> quarters of the program
>50%-75%	Any tuition paid for the 4 <sup>th</sup> quarter of the program
>75%	None

## **Class Materials**

Class materials for the CCA program are included in the course fee. This does not include any personal school supplies (notebooks, binders, writing utensils, etc.). Students in the CCA program are required to bring their own laptop to school each day. Students may purchase print cards from ECIC if they need to print documents at the college.

## **Marketing Release**

You acknowledge that ECIC may take photographs or video of any class or activity that you may be involved in. You understand that you will not be offered compensation of any kind – financial or otherwise if the images or video are used for marketing purposes. Any result of the photographs or video may be used in the production of East Coast International College's marketing material and shall become the exclusive property of East Coast International College.

## **Accommodation Placement and Homestay**

Students requiring homestay must sign and agree to our Homestay Contract.

Homestay/Accommodation Placement Fee are non-refundable. The first 28 days of homestay fees are non-refundable for students who have arrived in the homestay program. This policy also applies to homestay students that have not started studying at ECIC, in the event that a homestay placement has already been made.

## **Health Insurance**

Health insurance is mandatory for all international students studying in Canada. Students must purchase health insurance through ECIC if proof of insurance in English cannot be provided by the student on or before their first day of classes.

## **Consent for Release of Personal Information**

East Coast International College will collect, use, and disclose personal information to Citizenship and Immigration Canada, Canada Border Services Agency, and the NS Department of 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.

## **Waiver**

You agree that East Coast International College (ECIC), its employees, directors, and agents shall not be liable for any such personal injury, death, or property loss and release ECIC and its employees, directors, and agents and waive all claims and respects thereto. This includes all transport to and from any activity arranged by ECIC, its employees, directors, and agents or any misfortunate event that may occur while on college grounds. This means that you are fully responsible for anything that may happen to you while you are a student at East Coast International College.