

Oxford International College Halifax

Terms and Conditions

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In 2016, Oxford International College Halifax (formerly called East Coast International College) 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. Oxford International College Halifax (OIC Halifax) abides by the Nova Scotia Private Career Colleges Act and related Regulations found [here](#).

Before entering into a contract with Oxford International College Halifax, we must provide students with a copy of OIC Halifax's policies and procedures found in our Oxford International College Halifax 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 OIC Halifax Policies document and in our Student Handbook. If the application form is submitted by a third party, the third party agrees that they have explained these conditions to you.

OIC Halifax 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 Admission (LOA), 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 Oxford International College Halifax.

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 OIC Halifax. It is agreed and understood that the application to OIC Halifax shall form part of this contract.

Refund Policy

1. Our refund policy is listed below and is also included in our OIC Halifax 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))
Program 12 weeks or longer	
0-25%	Any tuition paid for the 2 nd , 3 rd , or 4 th quarters of the program
>25%-50%	Any tuition paid for the 3 rd or 4 th quarters of the program
>50%-75%	Any tuition paid for the 4 th 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 OIC Halifax if they need to print documents at the college.

Marketing Release

You acknowledge that OIC Halifax 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 Oxford International College Halifax’s marketing material and shall become the exclusive property of Oxford International College Halifax.

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 OIC Halifax, 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 OIC Halifax 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

Oxford International College Halifax 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 Oxford International College Halifax (OIC Halifax) its employees, directors, and agents shall not be liable for any such personal injury, death, or property loss and release OIC Halifax and its employees, directors, and agents and waive all claims and respects thereto. This includes all transport to and from any activity arranged by OIC Halifax, 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 Oxford International College Halifax.