

# Refund Calculator

## Private Vocational School

Please fill in the applicable fields on the first page only. The second page will provide automated calculations for a refund to the student or the school's retention of fees.

Name of Student:

Name of School:

Name of Program:

No Credential Provided

Select this box if the student completed the program but did not receive a credential (e.g., fail). If this box is selected, only fill in student information, program start date, end date and length above, and sign on the next page.

Student's Written Notice of Last Day:

Student's Last Day of Attendance (with no written notice provided):

Date of Deemed Discontinuation (if no written notice provided, add 21 calendar days after student's last day of attendance):

Reason for Student Discontinuation:

### Program Hours Made Available to the Student:

In the box above, include the total program hours the school made available to the student (program start date to discontinuation/withdrawal date), and NOT the actual number of hours the student attended. Program hours includes theoretical, practical, and experiential instruction, and mandatory hours for lab work, practicums or work experience the student must complete as a requirement to graduate from the program.

	Program Fees	Amount Paid by Student	Allowable Refund
Tuition:			
Non-refundable Registration Fee:			
Books, Kit, Materials, Equipment:			
Other Fees:			
<b>Total:</b>			

*\*no refund applies if negative*

**Please indicate how program fees were paid:**

Government Student Loan:

Indigenous or First Nation Band:

Personal (credit card, bank loan, personal funds, etc.):

Other:

**Total Amount Paid:**  
This amount must match the amount paid by the student.

**Important:** Fees must be refunded to Student Loans or the Band when applicable.

Page 2 provides an explanation of how the tuition refund was calculated and requires a signature.

## Below is a Summary of the Refund Calculation

**Total program fees**

**Total fees paid by student**

**Total length of the program in hours**

**Total number of hours made available to the student until the date of discontinuation**

**\*Percentage of program delivered**

\*Percentage of Program Delivered

\*Tuition to be Retained

20% or less

25%

More than 20% - 50%

60%

More than 50%

100%

**Allowable tuition amount to be retained by school**

**Allowable tuition refund to student**

**Other allowable refunds to student (books, materials, kit, equipment, other fees)**

**Total allowable refund to student (*if negative, no refund applies*)**

## Submission Instructions

The documents listed below must be included with the Refund Calculator submission. A copy of the Refund Calculator and applicable documents must also be saved in the student's file.

- 1) Copy of the executed student enrolment contract.
- 2) Documentation confirming the program hours made available by the school to the student and the student's attendance (tracking tool). Where an attendance tracking tool is not clear, please provide an explanation about how to interpret the student's attendance record.
- 3) Written correspondence from the student requesting discontinuation (if applicable).
- 4) A copy of refund payment (e.g. cheque, e-transfer, deposit, etc.) to the student, Canada Student Loans, or Indigenous/First Nation Band (if applicable).

**Name :**

**Title :**

**Signature:**

**Submit via email to [pvsinquiry@gov.sk.ca](mailto:pvsinquiry@gov.sk.ca)**

**The above documentation assists the ministry in validating the refunded/retained tuition amount.**