

Refund Policy

Policy Statement

This policy provides an explanation of the circumstances in which **Students** may be eligible for a refund and confirms how and when refunds are returned.

1. Definitions

- 1.1. “**Student**” is any individual who purchases, uses or partakes of any products or services offered by CPLED, regardless of the format in which such products and services are delivered.
- 1.2. “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.3. “**Disciplinary**” is any punitive measure taken by CPLED in response to a **Student's** conduct.
- 1.4. “**Withdrawal**” is the total removal of a **Student** from their program at the request of the **Student**. This is not a **Disciplinary** action but is meant to be a permanent decision taken by **Students** who no longer wants to study in their program.
- 1.5. “**PREP**” is CPLED’s Practice Readiness Education Program.
- 1.6. “**Phase**” is one of the four stages of **PREP**; **Foundation Modules, Foundation Workshops, Virtual Law Firm, and Capstone**.
- 1.7. “**Foundation Modules**” is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.8. “**Foundation Workshops**” is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.9. “**Virtual Law Firm**” is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.10. “**Capstone**” is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.11. “**Program Start Date**” is the standard date when eligible **Students** are granted access to program materials at the beginning of their program.
- 1.12. “**Phase Start Date**” is the date when **PREP Students** are granted access to program materials at the beginning of any **Phase**.
- 1.13. “**Deferral**” is the postponement of studies in a program to a future **Intake** at the request of a **Student**. This is meant to be a temporary action taken by **Students** who are unable to participate in their registered **Intake**.
- 1.14. “**Suspension**” is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLED.

- 1.15. “**Expulsion**” is the **Disciplinary** removal of a **Student** from their program by CPLED for an extended period.
- 1.16. “**Law Society**” is the **Law Society** for the province in which the **Student** is enrolled in their program. For Nunavut and Northwest Territories **Students**, **Law Society** may be the **Law Society** for the province in which they are enrolled in their program and/or the **Law Society** for the territory in which they intend to fulfill their Bar Admission requirements.
- 1.17. “**Law Society Subsidy**” is funding which may be available to **PREP Students** who are registered with and meet the eligibility requirements of a participating **Law Society**.

2. Authority and Application of Policy

- 2.1. This policy applies to all CPLED **Students** except where otherwise specified, in which case the policy will be applicable only to **Students** of the indicated program.
- 2.2. **Students** agree to abide by this policy pursuant to the academic integrity statement which all **Students** signed upon entry to their program.
- 2.3. This policy applies to both the in-person and virtual environments.

3. Withdrawal Before Program or Phase Start Date

- 3.1. **Withdrawal** must be initiated in the proper course pursuant to the [Admission and Enrolment Policy](#).
- 3.2. **Students** who withdraw from the program before the **Program Start Date** or **Phase Start Date** will receive a full refund minus a \$50 administration fee.

4. Withdrawal After Program or Phase Start Date

- 4.1. **Students** who withdraw from the program after the **Program Start Date** or **Phase Start Date** and have accessed course materials will not receive a refund for the portion of the program they have accessed.
- 4.2. **Students** who withdraw from the program after the **Program Start Date** or **Phase Start Date** and have not accessed course materials will receive a full refund minus a \$50 administration fee.

5. Deferral

- 5.1. **Students** who have not accessed course materials have the option to defer their enrolment.
- 5.2. **Deferral** must be initiated in the proper course pursuant to the [Admission and Enrolment Policy](#).
- 5.3. **Students** who defer their enrolment will have their tuition applied to the next **Intake**.
- 5.4. **Students** who defer their enrolment will not be charged a \$50 administration fee.

6. Suspension or Expulsion

6.1. **Students** who are subject to **Suspension or Expulsion** from their program will not receive a refund for the portion of the program they have accessed.

7. Subsidy Eligible Students

7.1. This section is only applicable to **PREP Students**.

7.2. **PREP Students** who have already paid tuition and become eligible for a **Law Society Subsidy** during the program may be credited or refunded.

7.3. **Students** with an outstanding account balance after the subsidy is administered will receive a credit. **Students** who receive a credit will have their future invoices reduced in accordance with their outstanding account balance.

7.4. **Students** with no outstanding account balance after the subsidy is administered will receive a refund.

8. Overpayments

8.1. On occasion **Students** may mistakenly pay an amount to CPLED beyond what is owed on their account.

8.2. In such cases the **Student** can choose to either apply the overpayment to any future invoices or to receive a refund.

9. Return of Funds

9.1. Funds will be returned to the **Student**, firm or organization who originally submitted payment.

9.2. If an individual submitted payment on behalf of the **Student**, the funds will be returned to the **Student**.

9.3. Funds will be returned via electronic funds transfer (EFT) or cheque.

9.4. Funds will be returned within 6-8 weeks of the refund request.

Appendix

Policy Name	Refund Policy
Effective Date	2021-12-01
Reviewed or Revised Date	
Authorizer	Dr. Kara Mitchelmore, Chief Executive Officer, CPLLED
Related Documents	