

Indigenous Carpentry Program (ICP) Refund Policies and Procedures

*ICP tuition costs are set and are based upon the number of students in the program.

*ILDI shall retain 25% of the total amount of tuition cost for administration, student retention and support.

Partial Refund:

- Students, who provide written notice **PRIOR** to commencement of the start date, and to the attention of the Indigenous Leadership Development Institute (either in letter or email format) of their intent to withdraw from the program, shall receive a 75% refund of the total tuition cost.
- If a student does not physically attend the program on day (1) or any other program days and ILDI gives written notice to the student and the funding agency that it is cancelling the contract due to **Abandonment**. Written notice will be provided no later than 3 weeks after the program start date, you will receive a 75% partial refund of the total tuition cost.
- If a student start the program and attends program days then **Withdrawals, Abandons, is Expelled or Terminated** a partial refund of fees may be entitled to the funding source in the following circumstances:
 - The student gives written notice of Program Withdrawal **within the first three (3) weeks of the programs' start date**. ILDI will then calculate costs incurred during the student's progress while in the program (i.e. administration fees, field trips, workshops completed, certificates acquired, text books returned and condition, student supplies and equipment distributed, wood working materials used).
 - The student is Expelled or Terminated **within the first three (3) weeks of the programs' start date**. ILDI will calculate costs incurred during the student's progress while in the program (i.e. administration fees, field trips, workshops completed, certificates acquired, text books returned and condition, student supplies and equipment distributed, wood working materials used).

ILDI may retain the retail cost of books or equipment that the program supplied to the student if the student fails to return them to the program or is returned in poor shape.

No Refund:

For students who are enrolled, then abandon, withdraw or are expelled and/or terminated after three (3) weeks of the program start date or 15 classroom days, will not be entitled to any refund.

ATTENDANCE IS TAKEN SERIOUSLY; ABSENSES JEOPORDIZE THE STUDENT'S ABILITY TO LEARN AND DEMONSTRATE PRACTICAL SKILLS AND MAY COMPROMISE SAFETY. THEREFORE, STUDENT REPLACEMENTS ARE NOT PERMITTED AFTER THE START DATE.

Written Notice of Program Withdrawal:

To withdrawal from the Indigenous Carpentry Program, you must submit written notice by email to mackenzieoatway@ildii.ca or in letter format to:

Indigenous Leadership Development Institute, Inc.
Indigenous Carpentry Program
#206-1075 Portage Avenue
Winnipeg, MB R3G0R8

Questions? Please contact us @ (204) 940-1700