



## Refund policies:

### *General fees and deposits (Domestic and International students)*

- Application fee is non-refundable for all students.
- Students withdrawing from their course of study must notify the Registrar in writing. Receipt of a written withdrawal will constitute the **official** withdrawal date.
- In cases where the College dismisses a student, the Academic Dean will notify the student in writing
- Tuition deposits and residence confirmation deposits are non-refundable if notification of withdrawal is received after:
  - July 15<sup>th</sup> – Fall Semester
  - November 30<sup>th</sup> – Spring Semester
  - March 31<sup>st</sup> – Summer Semester
- International students whose Study Permit is not completed at the start of the semester may request, in writing, that the application acceptance be applied to the immediately following semester.
- International students who withdraw due to being denied a Study permit will be refunded their tuition deposit. Students must notify the Registrar of the withdrawal and provide the College with a copy of the Study Permit denial letter in order to receive the refund.
- Resident student deposits and Commuter student deposits are refundable, less any assessed amounts.
- All refunds will be paid to the student within 30 days of official withdrawal or dismissal from the College.

### *Tuition refunds (Domestic and International students):*

- Students withdrawing from their program of study prior to the start of the program/course will have 100% of tuition fees refunded.
- Students will have tuition refunded, based on their **official** withdrawal date, according to the following schedule:

• 0-15% of a semester completed	75% refund
• greater than 15% and up to 30% of a semester completed	50% refund
• greater than 30% of a semester completed	0% refund
- Course recovery fees are refundable as per the schedule above unless withdrawal is after the event for which the course recovery applies, then it is deemed to be non-refundable (ie testing fees)
- OL field course fees are non-refundable after the start of each semester
- Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under this contract

### *Room and board refunds (Domestic and International students):*

- Students withdrawing from residence will have room and board fees refunded, based on their **official** withdrawal date, according to the following schedule:
  - *Within two weeks of registration:* Students may request a fully prorated refund on residence fees and the unused portion of their meal plan less applicable GST charges. The residence confirmation deposit would be forfeited.
  - *After two weeks from registration:* One-half of residence fees are refundable at a prorated calculation for the unused portion in residence. A partial week shall be considered a full week in residence for purposes of calculating this refund. The unused portion of their meal plan is fully refundable less applicable GST charges
  - *Interruptions in residency of three weeks or less:* There will be no room or board refunds for interruptions in residency of three weeks or less, including withdrawal during the last three weeks of the semester
- An administration fee of the lesser of 15% of the refunded amount or \$100 will be applied to any room or board refunds.