



POLICY TITLE: Refund Policy for Voluntary Withdrawal and Dismissal
POLICY NUMBER: ED.017
DATE APPROVED: 2016 01 14
CATEGORY: Education (ED)
APPROVAL AUTHORITY: Lead Team
RESOLUTION / MINUTES REFERENCE NUMBER: 2016 01 14 LEAD Min
POLICY HOLDER: Academic Office

1. POLICY STATEMENT

This policy outlines the refund categories for students withdrawing from courses.

2. POLICY

All refunds will be paid within 30 days of a student's withdrawal or dismissal.

a) Application and Registration fees are not refundable.

b) Tuition shall be refunded according to the following schedule:

% of semester completed	% of refund entitlement
0 – 15	75%
16 - 30	50%
OVER 31	0%

c) Room and board refunds:

i) Room and board fees will be refunded to students withdrawing from residence, 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 HST charges. The residence confirmation deposited 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 HST 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.

ii) Resident student deposits are refundable, less any assessed amounts.

Note: Students wishing to re-enter after two or more semesters of voluntary withdrawal or suspension are obligated to go through a simplified application process and re-enter under the Catalogue in effect at the time of their re-entry.

3. DEFINITIONS

4. APPLICABILITY

Applies to all students who withdraw from a course.

5. RELATED POLICIES/ REFERENCES

Withdrawal from Courses Policy

6. APPENDIX

Withdrawal Form