

2.2.6 Tuition Refunds for International Students

POLICY

College of the Rockies (the College) is committed to a consistent and transparent approach to tuition fee payments and refunds for international students at the College.

PURPOSE

This policy is to establish and communicate the framework for the refund of tuition fees for international students admitted to the College.

SCOPE

This policy applies to tuition fees paid by international students to the College when a student withdraws.

DEFINITIONS

Continuing (International) Student: An international student who has had course registration within the past 18 months.

Deferral: A qualified applicant or student may request in writing to defer their admission to the next subsequent academic semester of study.

New (International) Student: An international student who has paid tuition fees for their first semester of study.

Overpayment: Tuition monies paid by students in excess of the equivalent of five academic course fees.

Returning (International) Student: An international student who has not had active registration in the past 18-months and is required to re-apply for admission if they wish to continue studies.

Study Permit: A document issued by Immigration, Refugees, and Citizenship Canada (IRCC) that authorizes a foreign national to study at an educational institution in Canada for the duration of the program of study. It sets our conditions for the students such as travel restrictions within Canada and when they have to leave Canada.¹

¹ Retrieved from: <http://www.cic.gc.ca/english/helpcentre/glossary.asp>

GUIDELINES

A. REFUND DATES

Refunds will be based on the date that the Registrar or Campus Manager receives a formal request in relation to the *Important COTR Dates* as described on the College calendar.

B. PARTIAL WITHDRAWAL

B.1 New international students:

New international students are normally pre-registered in courses and are able to add/drop and drop courses to reduce workload based on the pre-registration in five academic courses (Fall and Winter), or two academic courses (Spring). Tuition fees equivalent to five academic courses or the full-time program fee (whichever is applicable) for the first semester are not refundable. See D. 1 for treatment of remaining fees.

B.2 Continuing international students:

- B. 2.1 Add/drop – Prior to the add/drop deadline, continuing international students may add/drop courses after the fee deadline and receive a maximum 50% refund.
- B. 2.2 Drop only – Continuing international students are not eligible for a tuition fee refund for withdrawal from individual courses after the first official day of classes.

C. FULL WITHDRAWAL

Should a student withdraw from the College, the student must notify the College in writing and may request a refund as described below.

C. 1 New international students:

Tuition fees equivalent to the five academic courses or the full-time program fee (whichever is applicable) for the first semester are not refundable. Tuition fees for subsequent semesters are fully refundable less applicable fees. New international students must officially withdraw in writing by the *Last date to officially withdraw* date for the current semester of study as stated on the College website.

C. 2 Continuing international students:

- C. 2. 1 The greater of fifty percent (50%) of the tuition fees paid for that semester OR the non-refundable registration deposit (per section H below) will be retained by the College should a student formally withdraw before the official *Start of Classes* date. Students may apply for a full refund for tuition paid for subsequent semesters.
- C. 2. 2 No refund of the tuition fees due for that semester should a student withdraw on or after the official *Start of Classes* date. Students may apply for a full refund for tuition paid for subsequent semesters.

D. OVERPAYMENT

D. 1 New international students:

- D. 1. 1 Who pay tuition fees equivalent to five academic courses but register in less than five academic courses (Fall or Winter term): Remaining fees are not treated

as an overpayment, are not refundable, and will be transferred to the next subsequent term of study.

- D. 1. 2 Who pay tuition fees in excess of five academic courses but register in less than five academic courses (Fall or Winter term): Remaining fees to a maximum of five courses are not treated as an overpayment, are not refundable, and will be transferred to the next subsequent term of study. Tuition fees in excess of the equivalent of five courses will be treated as an overpayment and are 100% refundable.
- D. 1. 3 Who pay tuition fees equivalent to five or more academic courses but register in one or two courses (Spring term): Remaining fees are not treated as an overpayment, are not refundable, and will be transferred to the next subsequent term of study.

D. 2 Continuing international students:

- D. 2. 1 Who pay tuition fees equivalent to five or more academic courses but register in less than five academic courses (Fall or Winter term): Remaining fees are treated as an overpayment and are refundable or may be applied to the next subsequent semester.
- D. 2. 2 Who pay tuition fees equivalent to five or more academic courses but register in one or two courses (Spring term): Remaining fees are treated as an overpayment and are refundable or may be applied to the next subsequent semester.

E. STUDENT REFUSED A STUDY PERMIT

- E. 1 Students may request a full refund of tuition fees paid less an administration fee of \$250 (Canadian dollars) and applicable bank charges.
- E. 2 The written request must be received by the College within 30 calendar days of the study permit refusal date.
- E. 3 A copy of the official refusal letter must be submitted to and validated by the College Registrar or designate.
- E. 4 Requests submitted after 30 calendar days of the study permit refusal letter date will not be accepted.

F. NEW INTERNATIONAL STUDENTS WAITING FOR APPROVAL OF A STUDY PERMIT OR DEFERRALS

On occasion, students who have paid their tuition fees may not receive their Study Permit approval in time to attend their first semester OR may need to delay their start date because of extenuating circumstances.

- F. 1 On a one-time basis, students may request a change of start date (deferral) to the next subsequent semester. There is no charge to defer although students are subject to any changes in tuition fees.
- F. 2 A written request to defer must be received by the College before the stable enrolment date of the semester they were admitted to.

F. 3 Students who do not formally request to defer prior to the stable enrolment date of the semester they were admitted to will be treated similarly to a Full Withdrawal (C. 1 above).

F. 4 On a one-time basis, students may request to defer if their application for a Study Permit is refused by IRCC. Tuition monies paid will be transferred to the next subsequent semester. Section E of this Policy (above) comes back into effect.

G. NEW STUDENTS WHO DO NOT ATTEND (FORFEITURE OF FEES)

New students are expected to begin studying in the semester to which they have applied for admission (or in the semester to which they have approval to defer).

G. 1 A new student who does not attend the College and/or fails to advise the College of non-attendance will be treated similarly to a Full Withdrawal (C. 1 above).

G. 2 Students must apply for full refund of tuition paid for subsequent semesters prior to the *Last Date to Officially Withdraw* date for the initial term of study.

G. 3 Students who apply for full refund of tuition fees paid for second and subsequent semesters on or after the *Last Day to Officially Withdraw* date for the initial term of study will forfeit the entire amount of fees paid.

H. NON-REFUNDABLE REGISTRATION DEPOSIT FOR CONTINUING STUDENTS

H. 1 Continuing students are required to pay a non-refundable registration deposit to be able to register for courses in the upcoming academic year, Fall Winter and Spring semesters.

H. 2 Balance of fees owing must be paid by the *Tuition fees due* date described in Important Dates on the College calendar.

H. 3 The non-refundable registration deposit is non-refundable.

I. MISCONDUCT

I. 1 **Student Conduct** (per *Policy 2.4.4 Student Conduct*):

Tuition fees are non-refundable if a student is removed from the College due to student misconduct.

I. 2 **Academic Performance** (per *Policy 2.4.8 Academic Performance*):

Continuing international students may be subject to the College's Academic Performance Policy. Refunds are dependent upon the student's academic status.

I. 2. 1 Academic Alert – see section B and/or C. 2 above.

I. 2. 2 Academic Probation – courses removed as per learning contract. Tuition credits are not refundable and will be moved to the next subsequent semester.

I. 2. 3 Academic Suspension – 100% refund

J. ROLES AND RESPONSIBILITY

Accountability – Office of the Registrar

Advisory – International Education