



College Procedures Manual	
Category	Student Affairs
Policy #	2.2.5 Tuition Fee Refunds
Approval Date	December 2013

## **2.2.5 Tuition Fee Refunds**

### **POLICY:**

- A.1 The refund of tuition fees is available to domestic students and is calculated in accordance with these procedures.
- A.2 International Students refer to policy 2.2.6 International Fee Refunds.

### **PROCEDURES:**

#### **B.1 Refund Dates**

- B.1.1 Refunds will be based on the date that the Registrar or Campus Manager receives a completed withdrawal form.

#### **B.2 Scale of Refunds**

##### **B.2.1 Academic & Career Technical Programs**

The scale of refunds for Academic and Career/Technical students is as follows for fall and winter terms:

- a) Withdrawal from a course within 14 days following the first instructional day of the semester: **75%** (seventy-five percent) of the tuition and/or lab fees charged for that course.
- b) Withdrawal from a course within 15 to 28 days following the first instructional day of the semester: **50%** (fifty percent) of the tuition and/or lab fees charged for that course.
- c) Withdrawal from a course after 28 days following the first instructional day of the semester: **No Refund**

The scale of refunds for Academic and Career/Technical students is as follows for the spring and summer terms:

- a) Withdrawal from a course within 7 days following the first instructional day of the semester: **75%** (seventy-five percent) of the tuition and/or lab fees charged for that course.
- b) Withdrawal from a course within 8 to 14 days following the first instructional day of the semester: **50%** (fifty percent) of the tuition and/or lab fees charged for that course.
- c) Withdrawal from a course after 14 days following the first instructional day of the semester: **No Refund**

- B.2.1.1 The specific dates as stated in the College year section of the College calendar are those used to calculate refunds. In the case of a course not commencing during the normal first week of

instruction of a semester, the refund dates are calculated from the Monday of the week in which the course commence

B.2.2 Vocational/Career or Trades Programs

B.2.2.1 Vocational students registered as full-time or part-time in programs designated as continuous full-time (weekly or monthly start dates) will be refunded on a weekly prorated basis for the number of complete weeks remaining in their registration period.

B.2.2.2 Vocational students registered as full-time or part-time in programs designated as fixed full-time (start date is fixed) will be refunded as follows:

- a. Withdrawal within 14 days following the first instructional day of the program:  
**75%** (seventy-five percent) of the tuition fees paid
- b. Withdrawal between 15 and 28 days following the first instructional day of the program:  
**50%** (fifty percent) of the tuition fees paid
- c. Withdrawal after 28 days following the first instructional day of the program: **No Refund**

B.2.2.3 A complete refund of tuition fees will be made if a course or program is cancelled before commencement. Otherwise, no refunds of less than \$5.00 will be made.

B.2.3 Selective Entry Programs Refundable and Non-refundable Fees:

B.2.3.1 Tuition fee, Technology Fee, Program Activity Fee, , Student Activity/Alumni Fee and Student Associate Fee

- a) Course Cancellation by the College **Full refund**
- b) Withdrawal on or after the first day of classes of Program Commencement [except Fire Training – see c)] **No refund**
- c) Fire Services Training:
  - Withdrawal within two weeks (10 instructional days) of the commencement of classes will be refunded **\$6,000. refund**
  - Withdrawal after two weeks into the program **No refund**
- d) Commitment Fee / Deposit Fee (if any) **No refund\***

\* Exception - Fire Services Training Programs only:

- The commitment fee shall be refundable ONLY IF the student is not accepted into the program.
- This fee may, with written approval by the College, be used as a commitment for a future program intake, if the student withdraws and requests College approval prior to start of classes,
- e) Equipment Deposit Fee (e.g., Tool Box Fee) upon return of equipment/tool box/tools, etc.
  - in condition as issued **Full Refund**
  - with damaged/missing equipment **Prorated to cost of replace/repair**

B.2.3.2 Textbooks and Resource Materials

- For items purchased in the bookstore **Bookstore refund policy applies**
- Ski passes purchased **No Refund**

**B.2.4**            Continuing Education Courses

B.2.4.1            A student registered in a Continuing Education Course, withdrawing on or before two working days prior to the date of commencement of the course, will receive a full refund of tuition fees minus a processing fee of \$15.00.

B.2.4.2            No refund will be allowed unless the College is notified at least two working days prior to the course starting. Students will be allowed to transfer into another course provided the College is notified at least two working days prior to the start date of the course in which they were originally scheduled.

**B.3**                Course/Program Exceptions

B.3.1              The fees for some courses/programs are not refundable as a result of strict minimum enrollment requirements.

**B.4**                Course Change / Withdrawals

Course changes and withdrawals shall be made in accordance with Procedures document 2.6.1 *Course Change & Withdrawal*.

B.4.1              The College may consider a refund of up to 100% (one hundred percent) for withdrawals due to extenuating circumstances or medical reasons. A Request for Withdrawal for Medical or Compassionate Reasons Form must be completed by the student and an Attending Professional's statement and signature must accompany the form. Access to the Medical or Compassionate Reasons Form is through an Education Advisor.

**B.5**                Student Association and UPass Fees

B.5.1              The Student Association fee is not refundable unless a student is withdrawing from a continuous intake course or program. UPass fees are not refundable.

**B.6**                Tuition Deposits

A student registered in a limited Intake program (including ACE-It students) for which a tuition deposit is required, will receive a full refund of tuition fees minus the \$200 tuition deposit when s/he withdraws before the first day of the registration period.

**B.7**                Penalties

B.7.1              Any penalties associated with registration (i.e., late registration fees) are not refundable.

**B. 8**                Exceptions:

Any refund exceptions must be approved by the Registrar.

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Manager Approval:	Title: Registrar	Date: December 2013
College Approval:	Title: President/CEO	Date: December 2013
EdCo Approval:	Title: Chair	Date: December 2013