



College Policy & Procedures Manual	
Category	2 Student Affairs
Policy #	2.2.6

Policy 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 to 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

New international student: a student who has paid tuition fees for their first semester

Returning international student: a student who has paid tuition fees for their second or subsequent semesters at the college

Study Permit: Authorization that allows the holder to study at an institution of higher education within Canada.

GUIDELINES

A. PARTIAL WITHDRAWAL

International students are not eligible for a tuition fee refund for withdrawal from individual course(s).

B. FULL WITHDRAWAL

If a student withdraws from the college, the student must notify the College in writing to request a refund.

- B. 1 New international students:** tuition fees for the first semester are not refundable. Tuition fees for subsequent semesters are fully refundable less applicable bank fees.

B. 2 Returning international students:

- 1) Before the official first day of the semester, fifty (50) % of the tuition fees due for that semester will be retained by the College if a student withdraws. Students may apply for a full refund for tuition paid for subsequent semesters.
- 2) On or after the first day of the semester, no refund of the tuition fee for that semester will be issued. Students may apply for a full refund for tuition paid for subsequent semesters.

C. STUDENT REFUSED A CANADA STUDY PERMIT

- C. 1 Students may request a full refund of tuition fees paid less an administration fee of CAD\$250 and applicable bank charges.
- C. 2 The written request must be submitted within 30 days of the study permit refusal date.
- C. 3 A copy of the official refusal letter must be submitted to and validated by the College Registrar or designate.

D. NEW INTERNATIONAL STUDENTS WAITING FOR APPROVAL OF A STUDY PERMIT

In some situations students who have paid their tuition fees may not have received their Study Permit approval in time to attend their first semester.

- D. 1 Students may request a change of start date to the next available semester at no charge.
- D. 2 A written request to change start date must be received by the College before the stable enrolment date (typically 14 days after the first day of classes in a semester).

E. REMOVAL FROM A PROGRAM

An international student who has been removed from the College due to student misconduct will not receive a tuition refund (refer to *Policy 2.4.4 Student Conduct*).

F. ACCOUNTABILITY

Office of the Registrar