

## POST-SECONDARY, COLLEGE APPROVED AND APPRENTICE PROGRAM REFUND POLICY

	FULL-TIME STUDENTS	PART-TIME STUDENTS	INTERNATIONAL STUDENTS	APPRENTICES
INITIAL TERM A STUDENT ATTENDS IN AN ACADEMIC YEAR (SEPTEMBER- AUGUST)	A refund less the \$500.00 non-refundable deposit to student if the written request is received within ten working days from the start of the term.	A refund less an administrative fee of \$25 per course if a written request is received within ten working days from the start of the term.	A refund less a \$1000.00 administrative fee if a written request is received within ten working days from the start of the term.	A refund less a \$100 administrative fee to student if the written request is received within ten working days from the start of the term.
SUBSEQUENT TERMS A STUDENT ATTENDS IN AN ACADEMIC YEAR (SEPTEMBER- AUGUST)	A full refund if a written request is received within ten working days from the start of the term.	A refund less an administrative fee of \$25 per course if a written request is received within ten working days from the start of the term.	A refund less a \$1000.00 administrative fee if a written request is received within ten working days from the start of the term.	A refund less a \$100 administrative fee to students if the written request is received within ten working days from the start of the term.
ANY TERM A STUDENT ATTENDS IN AN ACADEMIC YEAR (SEPTEMBER- AUGUST)	A full refund if the program is suspended by the College.  No refund for withdrawals or changes to parttime status after the first ten working days from the start of the term.	A full refund if the program/course is suspended by the College.  No refund for withdrawals after the first ten working days from the start of the term.	A full refund if the program is suspended by the College.  No refund for withdrawals or changes to part-time status after the first ten working days from the start of the term.	A full refund if the program/course is suspended by the College.  No refund for withdrawals or changes to part-time status <u>after the first ten</u> working days from the start of the term.

Note: All withdrawal and refund requests must be in writing to the Registrar's Office. The late payment fee is non-refundable. Students are liable for the payment of any outstanding fees if they withdraw after the ten-day period. Non attendance and/or payment cancellation does/do not constitute as a withdrawal.

## Co-op Fees

The first installment of the co-op fee is non-refundable. The second installment may be refunded prior to the commencement of the work term if a withdrawal is initiated due to: the student withdrawing from the co-op program, failure to meet the academic eligibility requirements, or the student is not successfully placed.

## CENTRE FOR CONTINUING AND ONLINE LEARNING REFUND POLICY

		ON CAMPUS COURSES OF 8 OR MORE CLASSES	ON CAMPUS COURSES OF 4 TO 7 CLASSES	ON CAMPUS COURSES OF 3 OR FEWER CLASSES	PRINT-BASED (CORRESPONDENCE) COURSES	ONLINE COURSES	MOTORCYCLE TRAINING
- 1	FULL	course is cancelled		course is cancelled		A full refund if the course is cancelled by the College.	A full refund if the course is cancelled by the College.

Note: Withdrawals may be made by email, mail, phone, fax or in-person to the Registrar's Office. Non-attendance and/or payment cancellation does not constitute as a withdrawal.