

## 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 an administrative fee if a written request is received within ten working days from the start of the term.  The administrative fee is calculated in accordance with Ministry of Training, Colleges and Universities policy.	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 an administrative fee if a written request is received within ten working days from the start of the term.  The administrative fee is calculated in accordance with Ministry of Training, Colleges and Universities policy.	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

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

REFUND adm the v requ prior sche  Therefore refur texts desi cour the texts	ninistrative fee if withdrawal uest is received r to the third edule d class.  ere are no unds on abooks in signated urses, where textbook is	administrative fee if the withdrawal equest is received prior to the second echedule d class.  There are no efunds on extbooks in designated courses, where the textbook is	A refund less a \$25 administrative fee if the withdrawal request is received prior to the first schedule d class.  There are no refunds on textbooks in designated courses, where the textbook is	administrative fee if		five days prior to the first schedule d class.
reful textb desi cour the t supp the c	inds on ibooks in signated irses, where textbook is oplied as part of	refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.	refunds on textbooks in designated courses, where the textbook is supplied as part of	written request.  Textbooks will be refunded if they are	in the Online Learning eAlgonquin	

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.