



AD110-D Tuition and Fees Refund

AD110	Admissions	Tuition Refund
Handbooks	Student, Faculty, Staff	
Programs	Diploma/Certificate	
	Effective Date	
	Revised	April 2020
	Accountability	Leadership Team
Documents/Forms	Tuition Refund Calculation Form	

Western Community College (the College) will refund fees charged for tuition and course materials paid for but not received as per the terms of this policy if the student provides a written notice of withdrawal to the College or the College provides a notice of dismissal to the student. Refunds are calculated on the tuition fee of the program. If total fees have not yet been collected, the College is not responsible for refunding more than what has been collected to date and the relevant student may be required to make up for any money due under the contract.

Policy

- Students are informed of the refund policy during the admission process.
- Application, administration, and assessment fees are non-refundable.
- In the event a student does withdraw or is dismissed from a program the College will report this to the appropriate student assistance office and required to refund tuition fees in accordance with the stated refund policy.

Procedure

[Refund Policies for Domestic Students](#)

[Refunds Before Start of a Term/Program](#)

1. If the college receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
 - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.

2. The College will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the College may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the College receives a notice of withdrawal from a student:
 - a. more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.

Refunds After the Start of a Term/Course

- b. after the contract start date
 - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the College provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - a. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

Refund Policies for Distance Education Programs

6. If the college provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. If there were course materials paid for but not received by the student and the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student, the College will refund fees charged for those materials.
8. If an international student delivers a copy of a refusal of a study permit to the College, sections 1(a), 1(b), 4, 7, **Error! Reference source not found.** and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:

- a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,
- b. or the program is provided solely through distance education.

Additional note for International Students

An international student is a person who is not a Canadian citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee. International students require a Study Permit to study in Canada unless they are taking a course or program with a duration of six months or less, are a minor child already in Canada whose parents are not “visitors” in Canada, or are a family or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs and International Trade. In order to meet the requirements of section R219 of the *Immigration and Refugee Protection Regulations*, international students are required to include a Letter of Acceptance with their Study Permit application.

- a) Student Authorization Related Withdrawals
 - The College will retain the registration fee due under the enrolment contract for international students who are denied Study Permit authorization from Citizenship and Immigration Canada.
 - Students denied a Study Permit must provide the institution with a written request for a refund along with a copy of the denial letter, prior to the program start date given on the institution’s Letter of Acceptance.
- b) Refund after Study Permit Approval and before the program of study starts: The refund calculation will remain the same as for domestic students
- c) Refunds after the program of study starts: The refund calculation will remain the same as for domestic students.

Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:

- a. of the date the college receives a student’s notice of withdrawal,
- b. of the date the college provides a notice of dismissal to the student,
- c. of the date that the registrar provides notice to college that the institution is not complying with section 1(c) or 2 of this policy, or
- d. after the first 30% of the hours of instruction if section 3 of this policy applies.

Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days of the date the College:

- Receives a student’s notice of withdrawal; or
- Provides a notice of dismissal to the student.