

## AD109 Tuition and Fees; Charges and Refunds

AD109	Admissions	Tuition and Fees; Charges and Refunds
Handbooks	Student, Staff	
	Effective Date	April 2020
	Reviewed	November 2022
	Accountability	Leadership Group
Documents/Forms	Student Enrollment Contract, Fee Schedule	

### *Purpose*

The purpose of this policy is to provide principles and processes for determining tuition, related fees and refunds.

### *Scope*

This Policy applies to all students applying to or registered in the degree programs at the College.

### *Definitions*

**Domestic student:** A Canadian citizen or permanent resident (landed immigrant) or Convention Refugee,

**International Student:** 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,
- They are a minor child already in Canada whose parents are not “visitors” in Canada
- They 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

**Degree Courses:** Any courses that are taught as a part of degree programs at the College.

### *Policy Statements*

- The College reviews all tuition and program fees annually during the annual budget planning process.
- Information regarding tuition, fees and refunds is published in the student calendar, on the website or available from the Registrar.

- Tuition, fees and refund policies and procedures are discussed with students and applicants prior to initial registration.
- Application, administration, and assessment fees are nonrefundable.
- Students admitted as international and who become permanent residents will continue to be classified as international until the next registration period.
- The refund policy may differ between international and domestic students.
- Tuition for each term is due before the first day of the term.
- A student may not register for any term unless all tuition and fees due have been paid in full or unless arrangements for an approved alternative payment plan have been made.
- The college reserves the right to withdraw a student from courses when the student has an outstanding tuition or fee balance. The refund policy will apply.
- Where a student is delinquent in payment of tuition or other fees or in returning college property such as equipment or books, the college may freeze the student's MYWCC account and withhold transcripts and tax forms.
- Materials fee refund will be prorated depending on the state of the returned material.
- If a textbook is purchased from the College and returned, the textbook refund will be prorated.

## **Procedures**

### **Tuition Refund Policy**

Where applicable, fees will be refunded in accordance with StudentAid BC (SABC) or other provincial loan regulations and as per the terms mentioned in this policy. Please refer to the College *Student Enrolment Contract*.

### **Considerations**

- Western Community College (the College) will refund fees charged for tuition and course materials paid for but not received if the student provides a notice of withdrawal to the College or the College provides a notice of dismissal to the student, based on the terms mentioned in this policy.
- Students are informed of the refund policy during the admission process.
- In the event a student does withdraw or is dismissed from a program, the College is required to report this to the appropriate student assistance office and is required to refund tuition fees in accordance with the stated refund policy.
- 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.
- Students to note that the tuition fee amount in the refund policy refers to the total amount excluding the scholarship.

Refund Policy for Domestic and International Students in Degree Programs

Criteria	Domestic Students	International Students
Refusal of Study Permit	N/A	Students denied a study permit will receive a 100% tuition fee refund. The student will need to submit a written request for a refund and proof of study permit denial. However, the registration fee will be non-refundable
Before the Start of the Program	<p>a) If the college receives a written notice of withdrawal 30 calendar days or more before the start of a program of study, the institution will retain 10% of the total tuition fee.</p> <p>b) If the college receives a written notice of withdrawal less than 30 calendar days before the start of a program of study, the institution will retain 20% of the total tuition fee.</p>	If the college receives a written notice of withdrawal before the program starts, the college will retain up to 20% of the total tuition fee.
After the Start of the Program	<p>a) If written notice of withdrawal is received by the College for withdrawal from a program, or a student is dismissed within 10% of the program of study or course duration, the institution may retain 30% of the total tuition fees.</p> <p>b) Subject to a) above, if written notice of withdrawal is received by the College or a student is</p>	<p>a) If the college receives a written notice of withdrawal after the program start date- up to the completion of 10% of the program duration, the college will retain 30% of the total tuition fee.</p> <p>b) If the college receives a written notice of withdrawal after the completion of 10% of the program duration, no fee will be refunded back to the student.</p>

	<p>dismissed within 30% of the program of study or course duration, the institution may retain 50% of the total tuition fees.</p> <p>c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund will be provided.</p>	
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Note for international students:

- Students who **decide not to attend WCC for reasons other than denial of a Study Permit** will receive a refund of their tuition deposit after deducting the registration fee and 2% of the total tuition fee or \$1300 whichever is less, as long as the College is informed in writing before the start of classes in the semester for which the student was accepted and as long as the student has not already entered Canada using WCC's Letter of Acceptance to gain entry to Canada.  
Note: IRCC will be informed that the letter of acceptance issued by WCC is null and void in such cases. The tuition deposit is neither transferrable to another educational institution nor another student.
- Students who are **denied permission to register due to Academic Probation** may claim a refund of prepaid tuition fees. If the money in their account is part of the initial two semesters or (24 credit) tuition deposit, they may:
  - claim a 75% refund of the remaining tuition balance, or
  - choose to leave 100% of the remaining tuition deposit balance in their account to be used later when they return to the College after demonstrating improved academic performance at another public educational institution. A student has two years from the time they leave the College to improve their grades and return to the College to use up their tuition deposit.