

| AD109           | Admissions   | Tuition and Fees; Charges and Refunds |
|-----------------|--|---------------------------------------|
| Handbooks       | Student, Staff   |                                       |
| Programs        | Degree   |                                       |
|                 | Effective Date   | January 2024                          |
|                 | Reviewed   | December 2023                         |
|                 | Accountability   | Finance                               |
| Documents/Forms | Student Enrollment Contract, Fee Schedule, Refund Request Form |                                       |
| Version         | 202401   |                                       |

## 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.

## 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 academic 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.

- Registration, IT fee 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 differs between international and domestic students.
- A full tuition fee for each term is due 30 days 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 if 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.
- 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

WCC's refund policy applies to the term of an enrolment contract. Enrolment contracts are signed every term by the student during the registration period. Where applicable, fees will be refunded in accordance with Student Aid BC (SABC) or other provincial loan regulations and as per the terms mentioned in this policy.

### 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.
- The tuition fee amount in the refund policy refers to the total amount excluding the scholarship or discount or bursary.

## Refund Policy for Domestic Students

| REFUNDS AFTER SIGNING THE ENROLLMENT CONTRACT FOR A GIVEN TERM   |  |
|--|--|
| Status   | Fee Retained by WCC  |
| Withdrawal/Dismissal After the Enrolment Contract has been signed and before the first session of a registered class | 30% of total tuition and term fees under contract plus applicable fees, fines or dues owing. |
| REFUNDS AFTER THE START OF THE TERM  |  |
| Status   | Fee Retained by WCC  |
| Withdrawal/Dismissal After the first session of a registered class   | 100% of total tuition and term fees under contract (No refund)                               |

## Refund Policy for International Students

| REFUNDS BEFORE AN APPLICANT HAS REGISTERED FOR CLASSES IN THEIR FIRST TERM OF THEIR PROGRAM                          |  |
|--|--|
| Status   | Fee Retained by WCC  |
| Study Permit Denied  | Registration fee, IT and assessment fee.   |
| Study permit Received  | 100% of the first deposit made by the student up to a maximum of \$7000                      |
| REFUNDS AFTER THE REGISTRATION OF THE FIRST TERM OF STUDY  |  |
| Status   | Fee Retained by WCC  |
| Withdrawal or dismissal after the first day of classes in the first academic term                                    | 100% of total fees under contract including textbooks, IT, and applicable fees               |
| REFUNDS FOR EACH SUBSEQUENT TERM AFTER SUCCESSFULLY COMPLETING THE FIRST TERM  |  |
| Status   | Fee Retained by WCC  |
| Withdrawal/Dismissal after the Enrolment Contract has been signed and before the first session of a registered class | 30% of total tuition and term fees under contract plus applicable fees, fines or dues owing. |

|  |  |
|--|--|
| Withdrawal/Dismissal after the first session of the registered class | 100% of total tuition and term fees under contract (No refund) |
|--|--|

Note for international students:

- Students who **decide not to attend WCC for reasons other than denial of a Study Permit** :
  - If the college receives LOA verification for the student from IRCC, meaning thereby that the LOA was used for application of study permit ,the college will retain 100% of the first deposit made by the student up to a maximum of \$7000.
  - If the student did not use the LOA for application of study permit the college will retain the Registration fee, IT fee ,Assessment fees and \$1300
- 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.
- If the student is denied a study permit based on false misrepresentation or submission of false documentation, the first-term deposit for such students will not be refundable.
- If a student is expelled from the program due to disciplinary issues or dismissed due to academic misconduct or other such issues, their term fee will not be refundable.
- 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.

## Process of Refund

- Application fees, student fees, textbooks, fines, dues owing, financial penalties and taxes are non-refundable. Outstanding tuition fees will be deducted from the amount refunded.
- All refund requests must be made in writing. Students must submit the completed and duly signed Refund request form and the supporting documents to the Refund

department. Students are responsible for providing accurate information on the Refund Form.

- 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 6 weeks of the date the College:
  - Receives a student's completed refund request form with the required supporting documents; or
  - Provides a notice of dismissal to the student.
- Refund requests are processed within 6 weeks, from the date of receiving the completed refund form and all required supporting documentation.
- An administrative fee of 2% of the total amount paid will be charged for refunds requested by students who paid by credit card.
- Students who discontinue studies are expected to claim refundable funds within one year of discontinuation. Funds that are unclaimed by the end of one year will revert to the College.