



**POLICY TITLE:** Refund Policy for Voluntary Withdrawal and Dismissal  
**POLICY NUMBER:** ED.017  
**DATE APPROVED:** 2016 01 14  
**CATEGORY:** Education (ED)  
**APPROVAL AUTHORITY:** Lead Team  
**RESOLUTION / MINUTES REFERENCE NUMBER:** 2016 01 14 LEAD Min; Revised 2017 09 11 LEAD Min.  
**POLICY HOLDER:** Academic Office

## 1. POLICY STATEMENT

This policy outlines the refund categories for students withdrawing from courses.

## 2. POLICY

All refunds will be paid within 30 days of a student's withdrawal or dismissal.

a) Application and Registration fees are not refundable.

b) Tuition shall be refunded according to the following schedule:

| % of semester completed | % of refund entitlement |
|-------------------------|-------------------------|
| 0 – 15                  | 75%                     |
| 16 - 30                 | 50%                     |
| OVER 31                 | 0%                      |

Students may withdraw from courses during the first five days of classes with no transcript consequences. Courses dropped after the first five days will be recorded as a "W" on the transcript. If withdrawal occurs after eight weeks it will be recorded as a "WF" on the transcript.

### **Tuition refund policy for course recovery fees**

Course recovery fees are refundable as per the schedule above unless withdrawal is after the event for which the course recovery applies, then it is deemed to be non-refundable (ie testing fees). The one exception to the schedule above is Urban Mission Dynamic (UMD). Course recovery fees for UMD are refundable up to 1 week prior to the event.

### **Tuition refund policy for ERT/OL field course fees**

ERT/OL field course fees are non-refundable



### **Tuition Refund for Music Lessons/Labs**

Students withdrawing from lessons are responsible to pay for the lessons they have received prior to the add/drop date. After the add/drop date, if a student withdraws from lessons after 2 scheduled lessons the student will be required to pay 25% of the lesson fee. If the student withdraws after 4 scheduled lessons the student will be required to pay 50% of the lesson fee. If a student withdraws after 5 scheduled lessons there will be no reimbursement of any fee related to music lessons.

### **c) Room and board refunds:**

**i) Room and board fees** will be refunded to students withdrawing from residence, based on their official withdrawal date, according to the following schedule:

**Within two weeks of registration:** Students may request a fully prorated refund on residence fees and the unused portion of their meal plan less applicable HST charges. The residence confirmation deposited would be forfeited.

**After two weeks from registration:** One-half of residence fees are refundable at a prorated calculation for the unused portion in residence. A partial week shall be considered a full week in residence for purposes of calculating this refund. The unused portion of their meal plan is fully refundable less applicable HST charges.

**Interruptions in residency of three weeks or less:** There will be no room or board refunds for interruptions in residency of three weeks or less, including withdrawal during the last three weeks of the semester.

**ii) Resident student deposits** are refundable, less any assessed amounts.

Note: Students wishing to re-enter after two or more semesters of voluntary withdrawal or suspension are obligated to go through a simplified application process and re-enter under the Catalogue in effect at the time of their re-entry.

## **3. DEFINITIONS**

## **4. APPLICABILITY**



Applies to all students who withdraw from a course.

**5. RELATED POLICIES/ REFERENCES**

Withdrawal from Courses Policy

**6. APPENDIX**

Withdrawal Form