

Procedure Number:	3001p
Procedure Title:	Student Tuition Refunds
Approved by:	President
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Purpose

This document sets the conditions and the process for administering the students' requests for tuition refunds.

1. Incoming (New) Domestic Students

2.1 Prospective domestic students who decide not to start their program or who withdraw from their registered course(s) on or before the drop/add deadline for the term will receive 100% refund of all monies paid, excluding:

- non-refundable application fees;
- non-refundable program or registration fees;
- withdrawal processing fee; and
- any other non-refundable fees as identified in the UCW Calendar.

2. Incoming (New) International Students

2.1. Prospective international students who have been issued a Letter of Admission (LOA) or a Conditional Letter of Admission (CLOA) and who decide not to start their program or who withdraw from their registered course(s) on or before the drop/add deadline for the term will receive a refund **ONLY** if their student visa or study permit (including those approved in principle) is denied by Immigration, Refugees, and Citizenship Canada (IRCC). Any refund of a required initial deposit will exclude:

- non-refundable application fees;
- non-refundable program fees (including fees for classes already in progress after the add/drop without financial penalty deadline) or registration fees;
- withdrawal processing fee;
- wire transfer fee; and
- any other non-refundable fees as identified in the UCW Calendar.

2.2. International students who receive a visa denial must either submit the original paper visa refusal or the original email with the decision that includes all electronic headers and routing. Refunds will not be processed until the correct documentation is received.

- 2.3. One visa refusal letter goes with one Letter of Acceptance. If a student or agent/representative requests a second Letter of Acceptance or a term deferral, then a second visa refusal letter/document must be submitted to Finance to be eligible for a refund.

3. Continuing Students

- 3.1. Continuing students who drop a registered course(s) will receive a refund on the following schedule less any applicable non-refundable fees:

Registration Date	Refund Amount
On or before the Drop/Add Deadline	100% Refund of all monies paid for the term
After the Drop/Add Deadline	No Refund

- 3.2. Any tuition payments made by a third party or sponsoring agency (eg. BC student loan, First Nations band, employer, etc.) will be refunded to the original funding agency.
- 3.3. International students who violate terms of their study permit and/or student visa are not eligible for refunds. Any tuition fees paid shall be forfeit and retained by UCW.
- 3.4. To be eligible for a refund, continuing students must provide the Finance Department with a Letter of Acceptance from another institution or the official flight ticket to their home country. This ensures that students meet the requirement of residing in Canada.