



STUDENT REFUND PROCEDURES

Definitions

1. **Withdrawal:** the means by which a student officially discontinues registration in a course after the deadline to drop courses has passed.
2. **Tuition and Student Fees:** Those fees controlled and managed by the College, L Q F O X G L Q J W X L W L R Q W H F K Q R O R J \ D S S O L F D W L R Q D Q G U levies other fees for students, and any refunds must be requested through the Studen W V ¶ 8 Q L R Q

Procedures: Definition and Role

Regular Studies Refund Procedures

A complete refund of fees is made only when a course or program is cancelled. In cases where a student elects to withdraw, the following scale of refunds applies:

- a) Prior to the Final Fee Payment Deadline date a one hundred percent (100%) refund of tuition and student fees **ONLY** will be made if a student withdraws from all courses. There is no refund of the application or registration fees.

CCP Students: All students shall be entitled to a full refund of their student fees if they have already paid and are withdrawing prior to the final fee payment date; unless the final fee payment date is after the start of their program then the final date for refund shall be two weeks prior to the commencement of their program.

- b) **A sixty percent (60%)** refund of tuition fees will be made if the student withdraws after the final fee payment deadline date and prior to the end of the 1st week of classes or prior to completion of seven percent (7%) of the course in courses/programs less than four (4) months in length. For courses/programs greater than 4 months in length students will be eligible for a sixty percent (60%) refund of tuition fees prior to completion of seven percent (7%) of the course/program. There is no refund of technology, application or registration fees.
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