

REFUND POLICIES

REFUND POLICY/TIMING OF REQUEST	NEW INTERNATIONAL STUDENTS:	NEW LOCAL TRANSFER STUDENTS If student has paid more than the required \$7,175	CONTINUING STUDENTS
<p>Category 1. Before Registration</p>	<p>100% Refund of Tuition Deposit less \$200 for:</p> <p>Students who have been denied a Study Permit by the Canadian authorities will receive a refund of their tuition deposit less a penalty of \$200 so long as the College is informed in writing before the start of classes in the semester for which the student was accepted, and documentation is received i.e. the original letter from Immigration, Refugees and Citizenship Canada (IRCC) denying the request for a Study Permit is provided.</p> <p>Students who decide not to attend Columbia College for reasons other than denial of a Study Permit will receive a refund of their tuition deposit less a penalty of \$200, 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 Columbia College's Letter of Acceptance to gain entry to Canada. Note: that in such cases IRCC will be informed that the letter of acceptance issued by Columbia College is null and void.</p>	<p>Amounts over and above this will be refunded in full less \$200.</p> <p>100% Refund of Tuition Deposit less \$200 if student is unable to attend classes because Study Permit is denied.</p>	<p>100% Refund of Tuition Fees less \$200.</p>

A.

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Category 2. After Registration but Before First Day of Semester.	No refund or deferral of the Tuition Deposit.	Full Refund of Tuition Fees less 25% penalty of fees due.	Full Refund of Tuition Fees less 25% penalty of fees due.
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B.

REFUND POLICY/TIMING OF REQUEST	NEW INTERNATIONAL STUDENTS:	NEW LOCAL TRANSFER STUDENTS	CONTINUING STUDENTS
Category 3. In First Week of Semester	No refund or deferral of the Tuition Deposit.	Full Refund of Tuition Fees less 50% penalty of fees due.	Full Refund of Tuition Fees less 50% penalty of fees due.

C.

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Category 4. After First Week of Semester	No refund or deferral of the Tuition Deposit.	No Refund of Tuition Fees. Note: For a Study Permit extension letter, the Registration Commitment Fee paid will be 100% refunded if a student completes their Associate Degree in the current semester.	No Refund of Tuition Fees. Note: For a Study Permit extension letter, the Registration Commitment Fee paid will be 100% refunded if a student completes their Associate Degree in the current semester.

D.

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Category 5: Continuing Students Transferring to a Public University:			The existing Refund Policy applies in this situation unless a student satisfies all five (5) of the following criteria are met: 1. A student is accepted into a “Public University” (see definition), 2. has completed more than 24 credits at Columbia College, 3. has received a Letter of Acceptance from a “Public University” while registered in the current semester, 4. wishes to transfer to the “Public University” in the current semester, and 5. Presents the Letter of Acceptance and Refund Request in the first week of Columbia College classes.

E.

REFUND POLICY/TIMING OF REQUEST	NEW INTERNATIONAL STUDENTS:	NEW LOCAL TRANSFER STUDENTS	CONTINUING STUDENTS
Category 6: Students placed on Academic Probation for two consecutive semesters (i.e. are on “double probation”)			Students who are denied permission to register may claim a refund of pre-paid tuition fees. If the money in their account is part of the initial two semester (24 credit) deposit then they may claim a 75% refund of the

			<p>amount. Alternatively, they may elect to leave the money - 100% - in their account to use when they return to the College after demonstrating improved academic performance. If the money in their account is not part of the initial (24 credit) deposit then a 100% refund may be claimed.</p>
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Indebtedness to the College

Any fees paid are applied firstly to the removal of any existing indebtedness to the College. No official transcripts, certificates, diplomas or Associate Degrees are issued to a student in debt to the College, nor is the student permitted to write final examinations or to re-register until all debt is cleared.

Unclaimed Funds

Monies paid to the College as a deposit, or refunds owed due to, for example, an overpayment or withdrawal from courses, must be claimed from the College in a timely fashion. The College will make reasonable efforts to contact the student. However, upon receiving no response, such monies will revert to the College 24 months after the student has left or withdrawn from the College.

Continuation of Service

In the highly unlikely event that the College closes, former students can continue to access their student records at Corpus Christie College, UBC Campus.