



Appendix 1:
PROCEDURES FOR PAYMENT AND REFUND POLICY
(Section 4.00)

1.00 PROCEDURES

- 1.01 The following procedures relate to tuition and related fees for program and courses.
- 1.02 For students registered in multiple courses that comprise a program, the refund date will be calculated based on the program start.
- 1.03 Full fees are due ten (10) business days before the course/program starts. Sponsor letters must be received, and student loans confirmed. Students who have not paid will be withdrawn from the program.
- 1.04 Career and College Preparation students pay at the time of registration or submit a funding application and do not forfeit a deposit should they withdraw before the first day of class. After the first day of class, weekly billing rates apply.
- 1.05 Withdrawal dates are calculated based on the duration of the course/program.
- 1.06 For most programs/ courses greater than one month in duration, the following timelines apply (see Section 1.09 for WTCS timelines):
 - I. Withdrawal requests received up to and including the ten (10) business days after the class begins are eligible for a full refund of fees, less the non-refundable commitment and application fees.
 - II. Withdrawal requests received after the tenth (10) business day of class will not receive a refund.
- 1.07 For courses less than one month in duration, the following timelines apply:
 - I. Withdrawal requests received on the first day of class are eligible for a full refund of fees, less the non-refundable commitment and application fees.
 - II. Withdrawal requests received after the first day of class will not receive a refund.

- 1.08 Field School tuition and fees are refundable up to ten (10) business days before the courses starts less commitment fee. Field trip fees are not refunded is provided inside ten (10) business days before the first day of the field school.
- 1.09 For weekly billed, continuous intake courses and programs the refund amount is calculated based on the date of official withdrawal from the course. This can be done by submitting a completed change/withdrawal form to the registration desk at your local campus. A refund will not be given for weeks completed.
- 1.10 Programs and courses offered by WTCS are not funded through the Ministry of Advanced Education and Skills Training and the following refund rules apply:

Deadlines	Refund
Withdrawal of 7 days or more before the start of class	Full refund less a \$10 administration fee
Withdrawal of between 3 and 7 days before the start of class	50% refund
Withdrawal of less than 3 days before the start of class	No refund

- 1.11 For programs in WTCS, student-initiated course transfers will be treated as withdrawals.
- 1.12 Any exceptions to these refund procedures must be noted in the course descriptions on the website.
- 1.13 The College recognizes that extenuating circumstances may warrant a refund after normal deadlines have passed. These include, but are not limited to, medical or bereavement reasons. Appropriate documentation must be submitted to the Registrar’s Office to support a refund request:
 - I. A note from a registered physician to support a medical withdrawal;
 - II. Certificate of death or notification from the Education Coordinator to support a bereavement withdrawal;
- 1.14 The College Academic Integrity and Appeals Policy (E-2017-004) includes attendance, students may be withdrawn from classes if they do not attend. Students are responsible to communicate with their instructors if they will be missing class. Students withdrawn by their instructor may not be eligible for a refund and cannot complete the class.
- 1.15 To be eligible for a refund, students must formally withdraw prior to posted refund dates. Formally withdrawing means that students must inform the Registration staff in writing, or by withdrawing on myCMTN.

2.00 PAYMENT AND REFUNDS FOR INTERNATIONAL STUDENTS

- 2.01 International students pay a \$7000 commitment fee - of which \$4,000 is non-refundable - to be eligible for registration and issued a study permit. Unused deposit amounts will be moved to subsequent terms or forfeited. Books, supplies and dorms are not to be paid through tuition deposit amounts.
- 2.02 An international student denied a study permit will be provided a refund of the deposit less the \$100 application fee and a \$200 administrative fee.
- I. A registered student denied a study permit can request to be withdrawn and refunded for courses in progress. Courses with final grades are non-refundable.
- 2.03 It is the student's responsibility to provide documentation from Immigration, Refugees and Citizenship Canada (IRCC) indicating the permit has been denied.
- 2.04 International students may defer up to three (3) academic terms (the equivalent of one (1) calendar year). Students must notify College before the beginning of class.
- 2.05 If official documentation is not provided within four (4) months of the program start date deposit will be forfeited and no deferral or refund is available.
- 2.06 Refund requests will be administered to the origin of payment and no cheques will be issued. Applicants are required to complete the Refund request form.
- 2.07 For payments made to medical insurance providers, no refunds will be provided once the insurance policy has started.
- 2.08 Subsequent terms are refunded using the same procedures outlined in section 1.00.

3.00 RELATED FORMS

- Appeal Form
- Refund Request Form
- Change/withdrawal Form