

Policy Information	
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Approved by:	Executive Committee
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Executive Responsible:	VP Student Affairs
Administrator Responsible:	Registrar
Date of Next Review:	August 2018

## STUDENT REFUND POLICY

### Policy Statement

The College of New Caledonia is a comprehensive community college that provides access to lifelong learning and facilitates the achievement of personal and educational goals. It is recognized that there are circumstances where a student may find it necessary or desirable to withdraw from a course(s) and/or a complete withdrawal from the College of New Caledonia. In such instances the financial schedule outlined in the Student Refund Procedures will apply.

### Purpose / Rationale

To describe the conditions for refund of tuition and related fees as part of the student registration process. There are separate procedures outlined for Regular Studies fees, Apprenticeship fees, International Education fees, and Continuing Education fees.

### Scope / Limits

This policy applies to all students. Separate procedures are detailed for specific programs and students.

### Principles / Guidelines

1. Students withdrawing have access to clear tuition and fee refund information.
2. The College incurs costs related to registration and other services, and may require remuneration for some of those costs when a student withdraws from a course or program.
3. Differing programs of study may require differing refund procedures.
4. International Education students have distinct refund procedures, as the Government of British Columbia ensures that international education activities are fully cost-recovered.

### 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, including tuition, technology, application and registration fees. The Students' Union levies other fees for students, and any refunds must be requested through the Students' Union.

### Legislative and Collective Agreement References

[BC College and Institute Act](#) (RBC 1996) Chapter 52 (Section 24(2)(b))

### Links to Other Related Policies, Documents and Websites

Student Refund Procedures

Application for Medical/Personal Withdrawal

Change of Enrollment Status Policy

Change of Enrollment Status Form

### Policy Amendment Log

Amendment Number:	Date:
0	Month YEAR
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