

1. The Application Fee (\$200.00) is non-refundable and non-transferable.

International Students Arriving From Overseas

The following policies (2 to 6) apply to International Students Who Apply To The College From Overseas (i.e. Use a Letter of Acceptance from Columbia College to Apply for a Study Permit for the First Time), or who, on application to the College, do not have legal status in Canada. Students in this category make a commitment to Columbia College for a minimum of two consecutive full-time semesters.

International students applying from overseas are required to pay a deposit that will cover tuition fees for 24 credits*. Students are required to maintain full-time status and this means registering in a minimum of 9 credits each semester.

(The tuition deposit will cover **most** of the costs of attending Columbia College for the first two semesters, but students should note that they might encounter some small, additional fees such as laboratory fees (\$50.00 per computer science course). Students who take more than a total of 24 credits in their first two semesters will be expected to pay for credits in excess of 24 at a rate of \$520 per credit.)*

Refunds Before Registration

2. Students will receive a full refund of their tuition fee deposit if they are denied a Study Permit by the Canadian authorities, 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 (i.e. the **original** letter from Immigration, Refugees and Citizenship Canada (IRCC) denying the request for a Study Permit) is provided.

3. 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.

4. Once a student in this category has entered Canada using Columbia College's Letter of Acceptance to gain entry to Canada, there will be no refund of the initial (24 credit) tuition deposit.

In their first two semesters new international students arriving from overseas are normally expected to register in at least 24 credits (or equivalent) in total at the College.

Students taking more than 24 credits will pay more on a *pro rata* basis. At their first Registration students will be deemed to have committed to the College for two consecutive* semesters and any refunds will be based on this commitment (i.e. the \$12,540 deposit is fully committed to the College).

(At the time of their first Registration students in this category commit themselves to attending Columbia College, and to paying fees, for the next two consecutive semesters. Students may not take a semester break in this first 8 month period.)*

Local Transfer Students and Continuing Students

The following policies (5 to 8) apply to Canadian students and international students who transfer to the College after studying at another institution in Canada for at least one semester, or who, on application to the College, have legal status in Canada, and to continuing students (i.e. international students who initially applied to the College from overseas, after they have completed two semesters at Columbia College). The stated refund policies do not refer to the initial tuition deposit.

5. International students transferring to the College from other institutions in Canada ("Local Transfer Students") are expected to have their Study Permits in place. Students in this category (and Canadian citizens and Permanent Residents) are expected to pay a Commitment Fee (\$4710) before they register to guarantee their place at the College. Upon payment of this Fee students are deemed to have registered and so refunds requested will be considered in the categories below (6, 7 and 8) for post-registration refunds. The Commitment Fee will be applied to the student's tuition fees for the semester.

Continuing students requesting "re-entry letters" (or similar letter) from Columbia College will also be required to pay a Commitment Fee (\$4710) for the next semester. This Commitment Fee will be applied to the student's tuition fees for the semester. Any refund requested will be considered in the categories below (6, 7 and 8) for post-registration refunds.

Refunds After Registration But Before Classes Start

6. Students who withdraw from courses after Registration and before the start of the semester will receive a refund of tuition fees less 25% of tuition fees due.

Refunds After Classes Start

7. Students who withdraw from courses after the start of the semester, but before the end of the first week of classes of the semester, will receive a refund of tuition fees less 50% of fees due.

8. After the end of the first week day of classes of the semester there will be no refund of tuition fees.

Continuing students who request a letter from the College in order to extend their Study Permit are required to pay a Tuition Deposit of \$4710. Upon payment of this Deposit students are deemed to have registered and the sum is subject* to the refund policies outlined in points 6, 7, and 8 above.

(* An exception to this policy will be made in cases where an application for a Study Permit extension is denied. If documentation (i.e. the original letter from CIC denying the Study Permit) is provided to the College in a timely manner then the Tuition Deposit will be refunded in full less a \$200 service charge.)

Students Registered in the Full-time English Program

International students arriving from overseas may find they need to take full-time English for Academic Purposes courses when they first arrive at the College. Such students will have been asked to pay a Tuition Deposit of \$12,540.00 in advance, and once they complete their first registration this amount is committed to the College and the student committed to being a full-time student at the College for at least 8 consecutive months. Since tuition fees in the full-time English Program are \$5750.00 per semester, a student who spends one or two semesters in this Program is likely to have, after his first two semesters, a credit balance in his account. This balance will be carried over to a third semester; there will not be a cash refund of this balance.

Policies 1, 2, 3 and 4 above apply to this group. Note: this means that once an international student arriving at Columbia College from overseas has entered Canada using Columbia College's Letter of Acceptance to gain entry to Canada, there will be no refund of the initial (24 credit) tuition deposit.

International and Canadian students who transfer to Columbia College (Full-time ESL Program) after studying at another institution in Canada for at least one semester, or who, on application to the College, have legal status in Canada, or who are continuing students (i.e. overseas arrivals who have completed two semesters at the College), may register for periods of half or one full semester. Such students are subject to the following:

9. Students who withdraw from part of their program will receive no refund.
10. Students who withdraw from their entire program after registration but before the first day of classes will receive a refund of tuition fees less 25% of fees due.
11. Students who withdraw from their entire program within the first week of classes *of their registration period* will receive a refund of tuition fees less 50% of fees due.
12. Students who withdraw from their entire program after the first week of classes of their registration period will receive no refund of tuition fees.

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.

Students Denied Permission to Register

Students placed on Academic Probation (see page 36) for two consecutive semesters (i.e. are on "double probation") are required to seek the permission of the Academic Board before being allowed to register in courses for another semester. Such permission may or may not be granted.

Students placed on double probation 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 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.

