

E. Refund of Fees

Version 1

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1. The student withdraws from a college program before the 10th day of scheduled classes and so notifies the Office of the Registrar, in writing, during this time period. The last day on which students may qualify for a refund of semester fees is according to the **Important Academic Dates** . A \$1000.00 tuition fee deposit for full time students will be retained by the College. If eligible, refunds will be processed within six weeks of receipt of the official letter of withdrawal.
2. A full-time student reduces his/her program of study to part-time status within the first ten days of scheduled classes. The refund and the part-time fee rates apply only if the Office of the Registrar is notified in writing of the change, before the 10th day of scheduled classes for the semester.
3. **Withdrawal After the 10th Day of Classes:**
Students who register at Seneca College are considered to have purchased a seat in the program. Should the student withdraw (in writing) by the 10th day of scheduled classes, the seat will be offered to a student on our waiting list.
In the event the student withdraws after the 10th day of scheduled classes, the College can no longer offer the place to someone else due to the amount of class time missed at that point. As a result, there is no refund of any kind for the semester in question. If the fees have not yet been paid in full, the student will be required to pay any outstanding balance on the student account for the semester. Collection agencies will be engaged if required.
4. Students who submit formal notification of withdrawal from a program of instruction at Seneca College after 10 business days will receive a refund in full of any fees paid in advance for subsequent semesters.

Students paying international student fees who submit formal notification of withdrawal from a program of instruction, or a formal request for deferral to a future semester of study at Seneca College within 10 business days of the beginning of a term, are entitled to a refund, or deferral of tuition and mandatory ancillary fees.

Students who do not submit formal notification of withdrawal or deferral from a program of instruction at Seneca College within 10 business days of the beginning of a term will not

receive a refund or deferral of the fees paid for that semester. Any fees paid in advance for subsequent semesters will be refunded in full.

If immigration authorities at a Canadian Embassy or High Commission Office have not reached a decision by the last day to register for classes (Day 5 of classes), the International Admissions Office must receive formal notification of withdrawal or deferral within 10 business days of the beginning of a term and a copy of the letter approving or denying the request for a study permit must be sent to the International Admissions Office upon receipt in order to complete the refund or deferral request. Fees paid in advance for future semesters will be refunded or deferred in full.

If immigration authorities at a Canadian Embassy or High Commission Office issue a letter denying the request for a study permit, and the International Admissions Office receives a copy of the letter of denial accompanied by formal notification of withdrawal or request for deferral within 10 business days of the beginning of a term, then semester one fees less \$200.00 will be refunded or deferred. Fees paid in advance for future semesters will be refunded or deferred in full.

tags : fee-policy, international-students