

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	19

Approval Date: 070402  
Approved By: Academic Board  
Proposed Revisions: November 7, 2017

## 19.0 Refund Policy

### 19.1 Purpose

Students are admitted to the University with the understanding that they will remain until the end of the term unless unforeseen circumstances necessitate their withdrawal, or unless they are dismissed or suspended. Students who are suspended or expelled from the University forfeit all refunds of tuition and fees. The University refund policy is set to allow students to receive a prorated refund of their tuition fee when they withdraw from a course.

#### Note:

- A [Withdrawal Form](#) must be completed and submitted to Student Services in order to officially withdraw from a course or program.
- Refunds for tuition will be applied based on the academic calendar
- (see 19.3 for calculations).
- Any payment of refunds to the student will be made in the manner in which it was paid.

### 19.2 Policy Parameters and Conditions

- a. [Withdrawal Form](#) must be completed and submitted to Student Services in order to officially withdraw from a course or program. The withdrawal date is the date the form is received.
- b. If a student has pre-paid for additional courses, beyond the current registered course, a full refund of tuition related to the other courses will be made without any additional administrative fee.
- c. Any portion of the tuition paid by a scholarship will be returned to the scholarship provider.
- d. In the event of a prolonged illness, accident, death of a family member, or other circumstances making it impractical or impossible to complete the course, students must contact Student Services as soon as possible to discuss possible refund options.
- e. In the cases of a student's death during a course, a full refund will be granted to the student's estate.

### 19.3 Refund Calculations

The table below illustrates how the refund rules apply.

Important: The deadline to withdraw is Sunday at 11:59pm Eastern time, at which time the Withdraw Form is to be received by Student Services.

7-week courses (i.e. Executive MBA and diploma courses)

<b>Week of Term</b>	<b>Percentage of Tuition Refunded</b>
Week 1 & 2	100 % refund \$75 Administration fee
Week 3	50% refund \$75 Administration fee
Week 4 to end of term	No refund will be issued

11-week courses (i.e. MBA course)

<b>Week of Term</b>	<b>Percentage of Tuition Refunded</b>
Week 1 & 2	100% refund \$75 Administration fee
Week 3 & 4	50% refund \$75 Administration fee
Week 5 to end of term	No refund will be issued

Other (i.e. PMBA courses, condensed MBA summer term and non-degree courses)

<b>Week of Term</b>	<b>Percentage of Tuition Refunded</b>
Week 1	100 % refund \$75 Administration fee
Week 2	50% refund \$75 Administration fee
Week 3 to end of term	No refund will be issued