

Policy Number:	3001
Policy Title:	Student Tuition Refunds
Approved by:	President
Approval date:	June 14, 2019
Effective date:	June 14, 2019
Review date:	October 1, 2020
Next review date:	October 2023

Policy Statement

Tuition and ancillary fees are important components of the revenues that allow UCW to provide quality educational services to students. UCW's Board of Governors sets the fees and tuition for the institution's programs and services every year.

This policy is meant to balance the fiduciary responsibilities of UCW and considerations for students. Refunds are assessed in a fair manner preventing frivolous use of service, in accordance with the published procedures.

All Students

1. Students are responsible for providing current, accurate information for the processing of tuition refunds.
2. Any unclaimed credit on a student account will be held for one (1) calendar year from completion of their last course registration, after which the funds become forfeit and retained by UCW.
3. Any unclaimed credit on an applicant account will be held for 1 year from the date the last application for admission was approved to allow for a deferred start after which the funds become forfeit to UCW.

Purpose

This policy provides the principles and defines the conditions under which a student is eligible for a refund or credit of tuition fees and other course related fees.

Scope

This policy applies to all students applying for admission, admitted, or attending University Canada West in English preparation, undergraduate degree, and graduate degree programs or other programs that may be offered by the University.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Continuing Student	A student who is currently registered in courses at UCW and has completed at least one term of study
Domestic Student	Any student who is either a: Canadian Citizen, or a Permanent Resident, or is approved as a Refugee
Drop/add Deadline	Specified date, usually published in the Academic Calendar, by which a student may add or drop a course without academic or financial penalty

International Student	Any student who is a citizen of any country except Canada and does not hold Canadian Permanent Residency or approved Canadian Refugee status
Registration	Process by which individual courses are selected by the student for a term
Withdrawal Processing Fee	Processing and administration fee incurred for terminating studies at UCW

Related policies

Policy Number	Policy Title
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Associated procedure

Procedure Number	Procedure Title
3001p	Student Tuition Refunds Procedure