

SUBJECT	Withdrawal from the College Learner Pathways Policy #A-29
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PROCEDURES

Domestic Students

Tuition fees (with the exception of confirmation and non-related fees) will be refunded if the student officially withdraws within the first ten (10) scheduled class days of the semester. Students who officially withdraw within the first ten (10) class days of the scheduled start of the semester will not incur academic penalties. Students who officially withdraw after ten (10) class days but prior to the next semester will be entitled to receive a refund in full of any fees paid in advance for subsequent semesters.

- ✓ The student must obtain a “Withdrawal Application Form” from Student Services or Advising Services.
- ✓ To withdraw officially from the College, the student is required to meet and obtain signatures from a Student Advisor and Coordinator/Director. Signatures may also be required from the Financial Aid Officer, I.T. Department, Learning Resource Centre Technician and Student Services, if appropriate.
- ✓ A student who officially withdraws from the College, as specified in the Student Handbook, has withdrawn from all courses, including Distance Learning and Ontario Learn courses, unless otherwise specified

International Students

Both new and returning International students who have paid fees to Northern College may apply for withdrawal and a refund of fees paid in the coming semester if they meet the following criteria.

International students must **email** the International office at INTLPAYMENTS@northern.on.ca for the withdrawal package.

- ✓ Subject line of email should state: **student’s application number** and **full legal name**.

All eligible international students can apply for refund process by any of the below mentioned category criteria:

OFF SHORE Students Applying for Withdrawal (Outside Canada)

- 1) Visa Denials
- 2) Not Visa Denials
- 3) Deferral of Admission

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1) APPLYING FOR WITHDRAWAL FROM OUTSIDE CANADA (Visa Denials)

The following documents must be submitted:

- (OUTSIDE OF CANADA) International Student Withdrawal form-- with letter of explanation
- Request for Refund
- Proof of original VISA Denial letter/ Official VISA Denial email
- Other required documents if applicable

HOW TO: Withdraw and Request a refund:

As per **Northern College's ten (10) day policy**, students requesting a withdrawal or refund must meet all the below criteria and follow the withdrawal/refund policy procedures by the International Operations office of the college.

Meeting the criteria:

Only students who request a withdrawal and meet the following criteria will receive an approval document from Northern College:

- ✓ Meet all the withdrawal deadlines
- ✓ Provide copy of email sent to your agent, Northern College Representative in your country (if applicable), and International Operations office of the college
- ✓ Provide copy of valid passport and/ other required documents
- ✓ Complete and submit all the required refund information provided by college

Important Refund Information:

- ✓ Northern College will refund prepaid fees (less the \$500 refund administrative fee) if an applicant is denied a student study permit under the condition that the applicant:
 - Provides the Northern College International Operations office with an official visa denial letter issued by the Immigration, Refugees and Citizenship Canada (IRCC) office in your country, **within the first ten (10) days of the applicants' first semester.**
 - Provides the submitted visa denial letter that is deemed to be genuine and accurate by the Northern College International Operations office, the applicant will receive a refund of prepaid fees minus the \$500.00 administrative fee.
- ✓ For international students who miss the deadline to start their program but are still waiting for their visa application decision from IRCC, they should submit their withdrawal/refund request before day ten (10) of their program in that term in order to be processed as Visa Denial.

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- ✓ If student applies for a **withdrawal after the first ten (10) days of the school semester**, only fees paid for **subsequent semesters** will be refunded.
- ✓ **Allow for up to eight (8) weeks for processing**, after submission of a complete refund request, including all necessary documentation. Northern College bears no responsibility for funds that go astray due to inaccurate or obsolete financial information provided by student. Applicants/Students are responsible for all banking and foreign exchange charges associated with their payment/refund.

In all cases, the \$100.00 application fee is non-refundable and where it was waived, will be charged. All refunds will be issued via EFT, through Western Union to the country and payer of origin as the original payment received. After the formal launch of Flywire, all international refunds will be processed via Flywire.

2) APPLYING FOR WITHDRAWAL FROM OUTSIDE CANADA (Not Visa Denials)

The following documents must be submitted:

- (OUTSIDE OF CANADA) International Student Withdrawal form-- with letter of explanation
- Request for Refund
- Copy of valid passport
- Copy of email sent your agent, Northern College Representative in your country if applicable, and the International Operations office of the college
- Other required documents if applicable

HOW TO: Withdraw and Request a refund:

As per **Northern College's ten (10) day policy**, students requesting a withdrawal or refund must meet all the below criteria and follow the withdrawal/refund policy procedures by the International Operations office of the college.

Meeting the criteria:

- ✓ Only students who request a withdrawal and meet the following criteria will receive an approval document from Northern College:
- ✓ Meet all the withdrawal deadlines
- ✓ Provide copy of email sent to your agent, Northern College Representative in your country if applicable, and International Operations office of the college
- ✓ Provide copy of valid passport and other required documents
- ✓ Complete and submit all the required refund information provided by college

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Important Refund Information:

- ✓ Refunds are subject to an **\$1859.69 administrative and exit fee**. This will apply to all international students (new or returning). This administrative fee will apply whether or not a student has registered for classes or not and regardless of when the request for refund is submitted.
- ✓ If student applies for a **withdrawal after the first ten (10) days of the school semester**, only fees paid for subsequent semesters will be refunded. There will be **NO refund of fees paid for the current semester**.
- ✓ Any outstanding balances owing on a student's account will be deducted from their refund over and above the withdrawal administrative fee.
- ✓ Students who have requested arrival and settlement services will be charged the full amount of costs incurred, and these costs will be deducted from their refund, over and above the withdrawal administrative fee.
- ✓ Students who have been enrolled in the mandatory Travel Health Insurance will be charged the health insurance premium fees which will be deducted from their refund over and above the withdrawal administrative fee.

Allow for up to eight (8) weeks for processing, after submission of a complete refund request, including all necessary documentation. Northern College bears no responsibility for funds that go astray due to inaccurate or obsolete financial information provided by student. Applicants/Students are responsible for all banking and foreign exchange charges associated with their payment/refund.

In all cases, the \$100.00 application fee is non-refundable and where it was waived, will be charged. All refunds will be issued via EFT, through Western Union to the country and payer of origin as the original payment received. After the formal launch of Flywire, all international refunds will be processed via Flywire.

3) DEFERMENT OF ADMISSION

Students who **defer admission to the next start date (within one academic cycle)** waive the right to receive a refund of the first semester payment if they are approved for a valid study permit to Canada. The prepayment of the first semester tuition and fees will remain with Northern College for the students' later use.

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ON SHORE STUDENTS (Inside Canada)

The following documents must be submitted by students **in-person** at the campus where their program is offered – Student Services at Haileybury or Kirkland Lake campuses -or- International Operations office (Timmins campus):

- (INSIDE CANADA) – International withdrawal form – with letter of explanation
- Ticket from Advising to show that you met with an Advisor
- Northern College International Request for Refund form
- Copy of passport and study permit
- Copy of student’s new offer letter (and CAQ for institutions in Quebec) if they have been accepted by another Canadian post-secondary education institution
- Copy of email sent to your agent, Northern College Representative in your country (if applicable), and International Operations office of the college
- Copy of student’s plane ticket home if they decide to go back to their home country rather than stay in Canada
- Copy of student’s new tourist visa if they choose to stay in Canada without being accepted by a Canadian education institution (yet they will need to convert their study permit first to a tourist visa)

HOW TO: Withdraw and Request a refund:

As per **Northern College’s ten (10) day policy**, students requesting a withdrawal or refund must meet all the below criteria and follow the withdrawal/refund policy procedures **in-person** at the campus where their program is offered – Student Services at Haileybury or Kirkland Lake campuses -or- International Operations office (Timmins campus).

Meeting the criteria:

Only students who request a withdrawal and meet the following criteria will receive an approval document from Northern College:

- ✓ Meet all the withdrawal deadlines
- ✓ Provide copy of email sent your agent, Northern College Representative in your country, and International Operations office of the college
- ✓ Provide any other documents required above (if applicable)
- ✓ Complete and submit **in-person** all the required refund information provided by Northern College

Important Refund Information:

- ✓ Refunds are subject to an **\$1859.69 administrative and exit fee**. This will apply to all international students (new or returning). This administrative fee will apply whether or not a student has registered for classes or not and regardless of when the request for refund is submitted.

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- ✓ If student applies for a **withdrawal after the first ten (10) days of the school semester**, only fees paid for subsequent semesters will be refunded. There will be NO refund of fees paid for the current semester.
- ✓ If the students paid two-term tuition fee when they were initially accepted but submit their withdrawal/refund requests after the completion of term one (1) and before day ten (10) of term two (2), refunds are subject to an **\$1859.69 administrative and exit fee for term two (2)**; If the student submit their withdrawal/refund requests after day 10 of term two, then there will be no fund for the withdrawal for both terms.
- ✓ Any outstanding balances owing on a student's account will be deducted from their refund over and above the withdrawal administrative fee.
- ✓ Students who have requested arrival and settlement services will be charged the full amount of costs incurred, and these costs will be deducted from their refund, over and above the withdrawal administrative fee.
- ✓ Students who have been enrolled in the mandatory Travel Health Insurance will be charged the health insurance premium fees which will be deducted from their refund over and above the withdrawal administrative fee.

Allow for up to eight (8) weeks for processing, after submission of a complete refund request, including all necessary documentation. Northern College bears no responsibility for funds that go astray due to inaccurate or obsolete financial information provided by the student. Applicants/Students are responsible for all banking and foreign exchange charges associated with their payment/refund.

In all cases, the \$100 application fee is non-refundable and where it was waived, will be charged. All refunds will be issued via EFT, through Western Union to the country and payer of origin as the original payment received. After the formal launch of Flywire, all international refunds will be processed via Flywire.

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NOTES

International students are responsible for ensuring that their Study Permit is valid or they have “implied status” while studying at Northern College. Students whose Study Permits expire after the withdrawal deadline, but before the completion of their academic program - and who have not applied for a permit extension before the expiry date - may not use an expired Study Permit, lack of a Study Permit, lost implied status, or requirement for Study Permit restoration as a basis for a refund request after the refund deadline date has passed.

Because students holding Study Permits received their permit based on a Letter of Acceptance issued by Northern College, the College is required to submit to the federal and provincial government’s information related to enrolment and/or proof of progress in a program for all international students. Such information sharing will comply with applicable privacy legislation requirements. Any change in study status (e.g., you are no longer studying at the College) will be updated with Immigration, Refugees, and Citizenship Canada (IRCC) as per the requirements of the International Student Program.

REFERENCES

[Ministry of Training, Colleges and Universities \(MTCU\)](#)

[Citizenship & Immigration Canada \(CIC\) regulations](#)

[Ontario Colleges of Applied Arts and Technology Act 2002, O/Reg 34/03](#)

[Minister’s Binding Policy Directive – Tuition and Ancillary Fees](#)

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