

SENECA COLLEGE REFUND OR DEFERRAL OF FEES POLICY

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 semester, are entitled to a refund, or deferral of tuition and mandatory ancillary fees as follows:

- A refund/deferral of a portion of the full tuition and mandatory ancillary fees paid for the semester, as calculated according to the following equation:

$$\text{Refund/Deferral} = \text{fees paid minus } \frac{(\text{international student tuition fee})}{(\text{tuition fee for Canadian citizens})} \times \$100$$

- As well, a refund/deferral in full will be paid for any tuition and mandatory ancillary fees paid in advance for subsequent semesters.

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 semester 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 semester 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 semester, 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.