



INTERNATIONAL EDUCATION

YORK CATHOLIC DISTRICT SCHOOL BOARD

YCDSB International Education Program REFUND POLICY:

REFUND POLICY

- The application fee is non-refundable.
- There will be No Refund of tuition fee after a Letter of Acceptance has been issued, if the student withdraws for any reason.
- There will be No Refund of any portion of the tuition fee if the student chooses not to have a full timetable of 4 courses in any semester.
- There will be No Refund of tuition fee if the student is found in violation of school regulations and asked to withdraw from the school.
- There will be No Refund of tuition fee if the student changes immigration status during the school year. For clarity, students who become permanent residents, or obtain another legal status in Canada after tuition fee is paid will not be eligible for a refund. NOTE: In order to support a student's continued enrolment at a school for the following school year/term/semester following a change in immigration status, this change must be communicated to the student's school as soon as the new status is obtained, and supporting documents must be provided to avoid the payment of tuition fees. Also, refer to the Catholicity requirement for elementary age non-fee-paying students explained in Required document #6 above.
- Transfer of tuition fees from a student application to a sibling or other applicant is not permitted.
- If a Study Permit is denied, and proper protocol was followed, the original letter of rejection from Immigration, Refugees & Citizenship Canada and the original Letter of Acceptance must be presented to the Admissions Office. The impacted student's parents may request either a deferral of the application & fees to a subsequent term/semester (with an intention to re-apply for a Study Permit at a later date) or a refund. Requests for deferral are subject to approval by the International Education Principal. If a refund is requested, the tuition fee and health insurance premium will be refunded less a \$500.00 administration fee. The initial application fee is non-refundable. Monies eligible for reimbursement are returned to a parent of the student applicant.
- Processing time for refunds is approximately 6-8 weeks from the time of receipt of complete documentation.

