

**Requests for refunds - POLICY AND PROCESS**

Effective April 1, 2015

SCENARIO	REQUEST		SUPPORTING DOCUMENTATION		AMOUNT OF REFUND
	REQUEST FOR REFUND	BEFORE DAY 10		WITHIN 30 DAYS AFTER DAY 10	
<b>Withdrawal</b> <i>A student withdraws from his/her program after he/she has registered.</i>	●	●			Regulated Tuition Fee programs: \$2050.00 (2 semesters)  Deregulated Tuition Fee programs: TBD  <i>Please note that the refund amount above has been calculated in accordance with the Ministry of Training, Colleges and Universities Binding Policy Directive.</i>
<b>Visa refusals</b> <i>A student has been refused a Visa to study in Canada</i>	●	●	copy of the refusal letter	●	all fees paid for upcoming semester(s), less \$200 will be refunded
<b>Starting semester deferrals</b> <i>A student is unable to start in the semester for which he/she has been admitted (e.g., due to Visa processing delays and other circumstances) and requests a transfer of admission and fees paid to the first subsequent semester in which the same program is offered (e.g., Fall to Winter or Fall to Fall)</i>	●	●	none	n/a	all fees paid for upcoming semester(s), less \$200 will be held on account for the subsequent term
<b>Health reasons</b> <i>A student is unable to start in the semester for which he/she has been admitted due to health reasons</i>	●	●	medical documentation	●	requests will be reviewed on an individual basis
<b>Program suspension</b> <i>Cambrian suspends or cancels the program to which a student has applied</i>	n/a	n/a	Internal confirmation	n/a	All fees paid for upcoming semester will be refunded in full.

Cambrian College

International students

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**PLEASE NOTE:**

- *All refunds are issued in the student's name unless otherwise authorized by the student. Students wishing to have their refund issued to someone other than themselves must consent to this and must complete the release section on the Request for refund form.*
- *It is the student's responsibility to ensure that any address on file or on the Request for refund form is complete and correct.*
- *Only two refund methods will be authorized: by cheque or by electronic transfer. A wire transfer fee of \$100 will be charged to students. Any additional charges relating to incorrect banking information submitted for electronic transfers will be the responsibility of the student.*
- *Cambrian College will make every effort to process requests for refunds within 6 to 8 weeks of submission. Incomplete Requests forms, missing documentation or incorrect information submitted may delay regular processing times.*