



## Refund Policy:

It is the responsibility of the student to familiarize themselves with University Fees ([Schedule of Academic Fees](#)), [Payment Due Dates](#), [Fees Policies](#), and the Refund Policy and Schedules. All students agree to abide by these policies by the act of registration.

To be eligible for full or partial refund, the student must first drop courses and or withdraw from their program.

All charges and outstanding fees accrued to the drop date or date of withdrawal will remain due and payable on the student's account. The partial or total reimbursement of tuition fees depends on the official date of withdrawal as registered on the student's file. Any eligible refund will be issued to the original payer and to the original method in which it was paid.

No refund of Compulsory Student Fees will be given after the final date to register in the term. Please see the [Academic Schedule of Dates \(Registration and Withdrawal Dates\)](#) for a list.

Field Trip or other Departmental charges may be refunded at the request of the Department only.

For courses shorter than 3 weeks, there is no refund after the second day of classes. No withdrawal without academic penalty will be allowed after the second day of classes.

Students withdrawing from audit courses are not eligible for any refund of fees.

For students enrolled in Undergraduate courses/programs, the amount of the tuition adjustment will be determined by the date on which the course has been dropped and whether the course load drops below or is less than **4.0 FCEs**. The amount will be adjusted based on the section term of the course and will be pro-rated in accordance with the **Undergraduate Refund Schedule** below.

For students enrolled in Masters or PhD Degree courses/programs, the amount of the tuition adjustment will be determined by the date on which the course or program has been dropped. The amount will be adjusted will be pro-rated in accordance with the **Masters & PhD Refund Schedule**. Aside from withdrawal from the program, Masters & PhD Students must register and pay per term, *until graduation*.

Students withdrawing from **Audit Courses** are not eligible for any refund of fees.

Students registered in **Co-operative Education courses** are entitled to a full adjustment of the Co-op Program Participation Fee if the withdrawal occurs prior to the published financial withdrawal date listed in the Undergraduate Schedule.

Course withdrawal dates for Fall, Fall/Winter, Winter and February terms without academic penalty for Distance Education courses are the same as those for the regular academic session below.



## Undergraduate Refund Schedule Fall & Winter 2014-2015

### Withdrawal Period

#### Two Term Course (Sept 2014 to April 2015):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Sept. 20, 2014	Nov. 04, 2014	75%
Nov. 05, 2014	Jan. 05, 2015	50%
Jan. 06, 2015	Feb 6, 2015	25%
Feb. 07, 2015		no refund

#### One Term Course (Fall Term):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Sept. 20, 2014	Sept. 26, 2014	75%
Sept. 27, 2014	Nov. 04, 2014	50%
Nov. 05, 2013		no refund

#### One term course (Winter Term):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Jan. 17, 2015	Jan. 23, 2015	75%
Jan. 24, 2015	Mar. 06, 2015	50%
Mar. 07, 2015		no refund

## Additional Qualifications Course Refund Schedule For AQ, ABQ, HSQ (Sept 2014 to March 2015)

### Withdrawal Period

#### Fall Course (September 29 to Dec 12, 2014):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Sept. 29, 2014	Oct. 6, 2014	100%
Oct. 7, 2014	Oct. 20, 2014	50%
Oct. 21, 2014		no refund



## Additional Qualifications Course Refund Schedule For AQ, ABQ, HSQ (Sept 2014 to March 2015)

Winter Course (January 12 to March 27, 2015):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Jan. 12, 2015	Jan. 19, 2015	100%
Jan. 20, 2015	Feb. 02, 2015	50%
Feb. 03, 2015		no refund

## Masters & PhD Refund Schedule Fall & Winter 2014-15

Full-time, Full-time (Flex), Part-time

Withdrawal Period

Fall Term 2014 (September-December):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Sept 20, 2014	Sept. 30, 2014	75%
Oct. 01, 2014	Nov. 04, 2014	50%
Nov. 05, 2014		no refund

Winter Term 2015 (January-April):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Jan. 17, 2015	Feb. 06, 2015	75%
Feb. 07, 2014	Mar. 06, 2015	50%
Mar. 07, 2015		no refund