



## 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.

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 (academic/financial) for Fall, Fall/Winter, Winter and February terms without penalty for Distance Education courses are the same as those for the regular academic session below.



## Undergraduate Refund Schedule Fall & Winter 2016-2017

### Withdrawal Period

#### Two Term Course (Sept 2016 to April 2017):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Sept. 20, 2016	Nov. 07, 2016	75%
Nov. 08, 2016	Jan. 09, 2017	50%
Jan. 10, 2017	Feb. 03, 2017	25%
Feb. 04, 2017		no refund

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

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Sept. 20, 2016	Sept. 26, 2016	75%
Sept. 27, 2016	Nov. 07, 2016	50%
Nov. 08, 2016		no refund

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

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Jan. 21, 2017	Jan. 27, 2017	75%
Jan. 28, 2017	Mar. 10, 2017	50%
Mar. 11, 2017		no refund

## Additional Qualifications Course Refund Schedule For AQ, ABQ, HSQ (October 2016 to March 2017)

### Withdrawal Period

#### Fall Course (October 3 to December 16, 2016):

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Oct. 03, 2016	Oct. 10, 2016	100%
Oct. 11, 2016	Nov. 14, 2016	50%
Nov. 15, 2016		no refund



## **Additional Qualifications Course Refund Schedule For AQ, ABQ, HSQ (October 2016 to March 2017)**

**Winter Course (January 9 to March 24, 2016):**

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Jan. 09, 2017	Jan. 16, 2017	100%
Jan. 17, 2017	Jan. 30, 2017	50%
Jan. 31, 2017		no refund

## **Masters & PhD Refund Schedule Fall & Winter 2016-17**

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

### **Withdrawal Period**

**Fall Term 2016 (September-December):**

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Sept. 20, 2016	Sept. 30, 2016	75%
Oct. 01, 2016	Nov. 07, 2016	50%
Nov. 08, 2016		no refund

**Winter Term 2017 (January-April):**

<i>From</i>	<i>To</i>	<i>Tuition Adjustment &amp; Refund</i>
Jan. 21, 2017	Feb. 03, 2017	75%
Feb. 04, 2017	Mar. 10, 2017	50%
Mar. 11, 2017		no refund