

Tuition Fee Refund Policy

1.0 Objective and Scope:

- 1.1 The purpose of this policy is to establish clear guidelines to ensure transparency and consistency in the tuition fees refund process. This policy applies to all the students – Domestic and International at the College of Technology Alberta.

2.0 Policy

- 2.1 Students wishing to request a tuition fee refund must complete a Program Withdrawal form with supporting documents to the Registrar's office.

- 2.2 The College will terminate the student's enrollment contract under the following circumstances:

2.2.1 The student provides Program Withdrawal notice.

2.2.2 The student is expelled from the program due to a violation of college policy.

2.2.3 The student is absent for more than 10% of the total hours of instruction within the first 2/3 of the program.

2.3 Study Permit Denial

2.3.1 International students who present documented visa denial before the start of the term will forfeit only the application fee. The written request must be received by the College within 4 weeks of the study permit refusal date.

2.3.2 A copy of the official refusal letter from Immigration, Refugees, and Citizenship Canada (IRCC) is required to process the deposit and tuition refunds.

2.3.3 Students may request to defer their admission if their application for a Study Permit is refused by IRCC.

2.4 Deferral

2.4.1 An applicant or student may request in writing to defer their admission to the next subsequent academic semester of study. Tuition fees paid will be transferred to the next subsequent semester. The first request for deferral is free of charge. If the student requires more than one deferral, an administrative fee of \$225 will be charged.

2.5 Refund of Consumables

2.5.1 In the event where a student withdraws or dismissed from their program, they are entitled to receive 100% refund for any as of yet to be received technical equipment that have been prepaid.

2.5.2 In the event where a student withdraws or is dismissed from their program after receiving technical equipment from the College free of charge: The student must return the equipment unopened or as issued within 7 calendar days; and If the student fails to return

the equipment as set out above, the College may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

2.6 Changes to program delivery

- 2.6.1 Change in program delivery method may change without penalty, provided the training received meets the requirements outlined in your signed Alberta Student Enrolment Contract. If your lessons are being supplied, marked and returned to you (such as through correspondence), then students are still able to complete your program and are not eligible for a refund.

3.0 Explanation of Tuition Refund

- 3.1.1 **Cooling Off Period:** After you sign your contract: Every student is given a 4-day cooling off period, where you can change your mind without penalty. If you choose to cancel your Alberta Student Enrolment Contract on or before the 4th business day after you signed it, the College will refund any tuition or other fees you've paid (including your registration fee).

- 3.1.2 **Before program start date:** The college will refund registration fee if:

- .1 You terminate your contract before the 4-day cooling off period
- .2 The college terminates your contract before your program start date
- .3 The program does not start by the agreed upon date and you terminate your contract

3.1.3 After your program start date

- .1 You may be entitled to a refund, under Section 17 of the [Private Vocational Training Regulation](#), if your Alberta Student Enrolment Contract is cancelled after your program start date. The amount is based on how much of the program you've already completed. If you've paid all of the tuition for the program and completed:
 - a) less than 10% of your program, your refund is at minimum 75% of your tuition
 - b) more than 10% but less than 50% of your program, your refund is at minimum 40% of your tuition
 - c) more than 50% of your program, the college is not required to provide you with a refund
- .2 If you haven't yet paid all of the tuition for the program and completed:
 - a) less than 10% of your program, the college is entitled to 25% of the total cost of tuition
 - b) more than 10% but less than 50% of your program, the college is entitled to 60% of the total cost of tuition
 - c) more than 50% of your program, the college is entitled to 100% of the total cost of tuition
- .3 If the college received a tuition fee in excess of the amount they are entitled to, you will be refunded the excess amount.

- 3.1.4 **Completed over half of your program:** If you have completed more than 50% of your program, the college will not provide you a refund.

- 3.1.5 Incidental Fees listed below will not be refunded:
- a) textbooks
 - b) lesson materials
 - c) supplies
 - d) printing
 - e) parking
 - f) equipment

4.0 Payment of Refund

- 4.1 If the student is no longer with the College of Technology Alberta, refunds will be issued to the original sender by the original payment method after four weeks of student contract is terminated.
- 4.2 If the student is enrolled in any program within the College of Technology Alberta, a credit balance will be issued to carry forward the funds.
- 4.3 If a college receives payment of a student's tuition from a government, agency or person other than the student, any refund of the student's tuition will be paid to the government, agency or other person from whom the original payment was received.

Resources:

[Program Withdrawal Form](#)

[Alberta Student Enrolment Contract](#)