

# First Semester International Student Refund / Deferral Procedure

Approved: February 14, 2018      Amended: April 10, 2019

## Refund procedure

**The first semester tuition and fee deposit is non-refundable, unless your Study Permit is refused.** If your Study Permit is refused by Immigration, Refugees and Citizenship Canada (IRCC) you will receive a full refund, less a \$300.00 CAD administrative fee, as long as you formally request a refund from Camosun International before the first day of classes, identified in Box 27 on your Letter of Acceptance;

### To request a tuition and fee deposit refund:

1. Contact the Admissions Officer with your refund request by email or through your Education Consultant with a copy of your refusal letter and a copy of your passport page which shows your signature
2. Complete and sign the Refund Request form obtained from the Admissions Officer, or through your Education Consultant

**IMPORTANT:** All documents must be typed and submitted in PDF format

- If your Study Permit application is refused by IRCC for fraud/alleged fraud or other dishonesty, Camosun College will retain the tuition and fee deposit as penalty
- Failure to submit your application for a Study Permit before the expiry of the Letter of Acceptance will result in a cancellation of your admission
- Once you have been issued a Letter of Acceptance (LOA), if you cancel your admission to Camosun College you are not eligible for a refund
- If you cancel your admission to Camosun College due to exceptional circumstances, you may apply for a refund (full or partial) through a formal request (petition). Contact Camosun International for more information
- Camosun College retains the right to determine what an exceptional circumstance is and what documentation is necessary to prove that an exceptional circumstance has occurred. Exceptional circumstances might include, but are not limited to, debilitating injury, death of parent, compulsory military draft due to an armed conflict, collapse of banking system in the country of residence
- Under no circumstance can the tuition and fee deposit be transferred to another student or institution

## Deferral Procedure

If you are unable to start the semester due to a delay in receiving your Study Permit or an exceptional circumstance, with approval, your admission may be deferred to the next semester one time only as long as you have communicated the delay to the Admissions Officer at least 10 days before classes begin. If you have not communicated the delay on time, and do not attend the first day of classes, part or all of your tuition and fee deposit may be forfeited.

### To request a deferral:

Email the Admissions Officer with your deferral request, including any documents that support your reason(s)

**IMPORTANT:** Deferrals are one time only; no further deferrals may be authorized, under any circumstances. Your program start date can be deferred up to a maximum of four (4) months after the program start date indicated on your initial Letter of Acceptance, OR until the next available program start date.

## Fraudulent documents

Submission of fraudulent documents will result in the loss of your tuition and fee deposit as penalty.

By signing this document, you agree to all of the terms set out in this Agreement, and agree to the College's decision and interpretation of these terms. *Additionally, you are giving permission to Camosun College to inform Immigration, Refugees and Citizenship Canada (IRCC) and/or Canadian Border Services Agency (CBSA) of any information it deems to be important to maintain the integrity of the Canadian Study Permit Program.*

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
(Office use only)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must match your passport signature)

**IMPORTANT:** Your tuition and fee deposit only covers tuition and the fees charged by Camosun College, it does not cover any other costs associated with studying in Canada.

**Applicant, please retain a copy of this document for future reference**