



**INTERNATIONAL EDUCATION  
ADMISSIONS, FEES AND REFUND POLICY**

**#3-23**

Approved:	December 15, 1991	by: Board of Governors
Approved:	March 26, 1997	by: Board of Governors
Revised and Recommended:	April 16, 2004	by: Education Council
Approved:	May 26, 2004	by: Board of Governors
Effective:	May 26, 2004	
Date to be Reviewed:	2006	

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**POLICY**

**International students may be admitted to the College and will normally pay all costs related to their enrolment at the College.**

**PURPOSE**

**The International Education Admissions, Tuition and Refund Policy provides direction with regard to admission, fees and refunds for international students.**

**GUIDELINES**

**1. Admission and Fees**

- 1.1 International applicants and students will be governed by the Admissions and Registration Policy #4-09. The only exceptions are:
  - a. The requirement for Canadian citizenship or permanent resident status.
  - b. Acceptance of applications beyond the next academic year. International students may file an application up to two (2) years prior to the program starting term.
- 1.2 North Island College will conform to Canadian immigration laws and policy pertaining to the admission of international students. The College will provide documentation to students who have been admitted and wish to obtain student authorization to study in Canada. If an international student is required for any reason to withdraw from North Island College, Immigration Services shall be informed as required.

- 1.3 Tuition fees for international students are set out in the Board of Governors Tuition Fee Bylaw #6.
- 1.4 International students will be required to provide evidence of valid medical coverage for the duration of their study at North Island College.

## **2. Refunds**

- 2.1 The College will provide tuition refunds in the event of a complete withdrawal from the College as outlined in the procedures of this policy.
  - 2.1.1 Tuition fees are based on the cost of a full-time program by term.
  - 2.1.2 Other fees will be refunded based on the schedule in the procedures accompanying this policy.
  - 2.1.3 The College is not responsible for the refund of student society fees.
- 2.2 Tuition Fee Refund for International Students  
Refund Schedule will be based on the following schedule:
  - Before the start of term: 50% of full-time term fees less non refundable tuition deposit and the processing fee.
  - At the start of term and including the first 10% of the term: 25% of full-time term fees less non refundable tuition deposit and processing fee.
  - After the first 10% of the term: no refund will be issued.
  - Students registered in Category 3 programs, as defined in the North Island College calendar, are not eligible for a refund of the International Education Service Fee portion of the program fee. The Category 3 tuition refund schedule for domestic students applies to international students.
  - Students who withdraw completely due to exceptional circumstances (examples: failure to obtain a Student Authorization; medical withdrawal) may request a complete refund less the processing fee.
- 2.3 Processing Fee  
A processing fee, plus any other costs incurred by North Island College (e.g. agent's commission, testing fees), will be deducted from any tuition refund.
- 2.4 International students with documented disabilities requesting services or adaptive equipment will be required to pay for such services and equipment.
- 2.5 Procedures housed with the International Education department provide guidance for the application of this policy.

**Definitions:**

An International Student is a student who is not a Canadian citizen or does not hold permanent resident status in Canada.

Category 3 Programs may have a nonstandard tuition fee and require students to pay a significant portion of the instructional cost.

**Cross Reference:**

See also Internationalization Policy #3-04

See also Academic (Instructional) Schedule Policy #3-12

See also Fees and Refunds Policy #4-04

See also Admissions and Registration Fee Policy #4-09