

Policy and Procedures Manual



Policy	#4-18
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International Tuition, Fees and Refunds

POLICY STATEMENT

This policy establishes the tuition and related fee responsibilities for new and continuing international students at North Island College (NIC).

PURPOSE

This policy sets out the parameters for tuition and fee payment and refunds, specifically with regard to international students.

PRINCIPLES

1. Tuition for programs shall be as stated in Board of Governors Bylaw #6 - International Tuition and Fee Bylaw. Tuition rates will be published by the College on the website.
2. Students are required to pay their tuition and fees or have an approved alternate arrangement by the published deadlines to secure their application and/or enrolment at NIC.
3. NIC will charge applicants a non-refundable application fee.
4. NIC will charge a non-refundable tuition deposit which students are required to pay prior to registration.
5. NIC will charge other fees as published on the website.
6. NIC reserves the right to limit the amount of cash received during a period of time.

GUIDELINES

1. Tuition

- 1.1 NIC will charge tuition as stated in Board of Governors Bylaw #6 - International Tuition and Fee Bylaw.

2. Tuition Deposit

- 2.1 New students are required to pay a non-refundable tuition deposit prior to acceptance to the College.
- 2.2 Continuing students are required to pay the tuition deposit prior to registration for the start of the academic year.
- 2.3 NIC will apply the tuition deposit towards the student's tuition. The tuition deposit is non-refundable except in exceptional circumstances.

3. Other Fees

- 3.1 NIC will charge other fees such as but not limited to the Learner Resource fee, NISU fees, and Medical Insurance fees. All fees will be published on the website.

4. Refunds

- 4.1 Refunds are provided for tuition and some fees as per published deadlines.
- 4.2 In exceptional circumstances, students may apply to be refunded for all or a portion of tuition and/or fees which are normally non-refundable.

PROCEDURES

Procedures outlining the implementation of this policy are included as Appendix A to this policy.

Cross Reference:

Board of Governors Bylaw #6 – International Tuition and Fee Bylaw
NIC Policy #3-04 Internationalization
NIC Policy #3-12 Instructional Key Dates
NIC Policy #4-04 Fees and Refunds Policy
NIC Policy #4-09 Registration
NIC Policy #4-17 Admission

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Appendix A PROCEDURES

1. Tuition and Fee Payment

NIC will provide payment and refund information with the Letter of Invitation to applicants. This information will also be published on the NIC website.

1.1 Fee Payment Deadline

- 1.1.1 New students' tuition and fees must be paid before the deadline stated in the Letter of Invitation.
- 1.1.2 Continuing students must pay the balance of their tuition and fees by the dates published on the NIC website.

1.2 Form of Payment

- 1.2.1 Information about the payment process and procedures will be provided in the Letter of Invitation for new students. Continuing students may pay in person, online or through their bank. NIC will publish on the website all forms of acceptable payment including cash limits. Third party payment of fees must comply with the *Freedom of Information and Protection of Privacy Act* [RSBC 1996] Chapter 165.

1.3 Non-Payment of Tuition or Fees

- 1.3.1 Failure to pay tuition or fees by the published deadline will result in a late penalty fee being applied to the student's NIC account. The amount of the late penalty fee will be published on the website. NIC may withhold or deny services until all outstanding tuition and fees are paid. In addition, NIC may deregister students for unpaid fees. Refer to NIC Policy #4-09 Registration for details.
- 1.3.2 Any international student submitting an invalid form of payment must honour the payment within seven (7) calendar days of notice or NIC may cancel the student's application or registration.

- 1.3.3 In exceptional circumstances, a student experiencing difficulties in making fee or tuition payments on time may apply for a one-time written fee deferral agreement. Under no circumstances will an application for fee deferral be approved for new students in their first two terms of study.

1.4 Tuition and Fee Payment for Sponsored International Students

- 1.4.1 Sponsored international students are students who are studying at NIC under an institutional partnership agreement, government or other scholarship program, or other program.
- 1.4.2 Sponsored international students may have a separate fee payment process as outlined in the partnership agreement that is approved in advance by NIC, the offices of the Registrar, and the Vice President Finance.

1.5 Permanent Residency

- 1.5.1 If Canadian Permanent Resident status is obtained during a student's program of studies at NIC, the student must provide original/certified documentary evidence. In the event residency is obtained after the commencement of classes in a particular term, international tuition and fees will remain unchanged for that term. However, future enrolment and fees will be adjusted to domestic fees and tuition rates.
- 1.5.2 If Canadian Permanent Residency is obtained before the start of term, the student's status will be changed accordingly on their student record and the student will abide by the domestic student tuition and fee policy.

1.6 Medical Insurance

- 1.6.1 New international students are enrolled by NIC in a medical insurance plan for their first 90 days. The cost of the coverage is charged to the student's NIC account and is non-refundable.

2. Refunds of Tuition and Fees

2.1 Credit Balance

- 2.1.1 Payments received in excess of the current term tuition and fees will be applied to future academic terms where charges exist.
- 2.1.2 A credit balance exists when there are funds in a student's account which have not been allocated to tuition, a tuition deposit, or other fees. Students must apply for

the refund of a credit balance. Students under a custodianship agreement with the college may be subject to other requirements.

- 2.1.3 If a student does not apply for a refund of the credit balance on their account and has not responded to attempts to contact the student regarding the credit balance, then the credit balance will be subject to forfeit.

2.2 Exceptional Circumstances

In exceptional circumstances, students may apply to be refunded for all or a portion of the tuition and/or fees which are normally non-refundable.

- 2.2.1 When a study permit is denied by the Canadian government, a new international student may request a refund of tuition deposit and fees paid. This request must be made within 90 days of the date the visa denial letter is issued. A copy of the visa denial letter must be supplied with the request. No refund will be processed if a study permit is denied because documentation lacks authenticity or is labelled as fraud.
- 2.2.2 In exceptional circumstances, requests for a proportional refund may be considered by the Executive Director of the Office of Global Engagement or designate upon receipt of a written request outlining the specific circumstances with documentation. Written application for special consideration refunds must be submitted before the end of the term in question. Once the relevant term has ended, tuition for that term is subject to forfeit.

2.3 Refund Processing

- 2.3.1 A refund processing fee and other applicable charges will be deducted from any refund provided. Refunds may take up to six to eight weeks to process.

2.4 Academic and Non-academic Misconduct

- 2.4.1 For those students who are unable to continue their studies due to academic or non-academic misconduct, the current term's tuition is non-refundable and subject to forfeit.

2.5 Sponsored International Students

- 2.5.1 Refunds for sponsored international students will be issued to the sponsoring institution via wire transfer to the originating source account in accordance with the partnership agreement.