



POLICIES & PROCEDURES

Policy: Deferrals and Refunds

Policy #: 36

Date: August 23, 2019

Deferral of Fees

If a student permit is not issued in time for the student to attend the first day of classes, the student may request that admission be deferred to the following term. Request for deferral must be submitted in writing prior to the start date of the registered term. If a study permit is denied and the student wished to re-apply, the student may request that admission be deferred to the following term. **Request for deferral must be submitted in writing within 30 days of denial of the study permit.** The original letter of refusal from Citizenship & Immigration Canada (CIC) must accompany the written request.

Refund Fees

FEIA will issue a refund **only if a student is refused a study permit by CIC**. In this case, the student must submit the following documentation within 30 days of the date of issue of the original refusal letter from CIC. No refund will be granted after the 30-day period.

- A written refund request signed by the parent(s) and student indicating to whom the refund Cheque should be made payable
- The original letter of refusal from CIC
- The original Academy letter of acceptance
- The original Academy payment receipt
- Please refer to the chart below for refundable fees:

The Academy **will NOT** issue a refund in the following circumstances:

1. (1) If a student voluntarily withdraws from the program after a study permit has been granted for attending the Academy.
2. (2) If a student is in violation of the Academy policies of the Student Code of Conduct and is dismissed from the Academy.

3. (3) If the student fails to comply with the conditions of the study permit as stated by Citizenship and Immigration Canada (CIC) and is dismissed from the Academy.

Refund Fees Exceptions:

- A full refund may be issued for any tuition and ancillary fees paid in advance for future terms. Students who have paid for future terms may be eligible for a refund for future terms if they formally withdraw before the start of classes (review withdrawal procedure). Students who formally withdraw from courses after published deadlines from the start of the term may be entitled to a full or prorated refund of any fees paid in advance for subsequent terms.
- A tuition fee refund **may be considered** outside the normal timeframes in extenuating medical or personal circumstances. Requests must be submitted in writing with supporting documentation outlining mitigating physical, mental health, or family circumstances (review withdrawal procedure). Should such a refund be granted, it may be a prorated calculation based upon the length of time of attendance.
- If, as of the registration/enrolment deadline, a student's course load changes to part-time status, a tuition fee refund may be issued, based upon the number of courses enrolled.