

*Policy and Procedures Manual*

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## **INTERNATIONAL TUITION, FEES AND REFUNDS**

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### **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.

### **SCOPE & APPLICATION**

This policy applies to the tuition and fee payment and refunds for new and continuing 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. NIC will charge applicants a non-refundable application fee.
3. NIC will charge a non-refundable deposit which international students are required to pay prior to registration.
4. International Students (students) are required to pay their tuition and fees or have an approved deferral by the Office of Global Engagement (OGE) by the published deadlines to secure their application and/or enrolment at NIC.
5. NIC will charge other fees as published on the website.
6. NIC reserves the right to limit the amount of cash received. The cash limit amount is published on the NIC website.

## DEFINITIONS

### ***Add-Drop Period***

A timeframe starting from the first day of classes up to the last day to register within which students may continue to add and drop classes without academic or financial penalty.

### ***Continuing International Student***

A student who was registered in a program in the previous academic term. Students who have taken more than two terms off (excluding Spring/Summer) will not be considered a continuing student and will be required to re-apply to NIC.

### ***Letter of Acceptance***

A letter issued by NIC indicating the applicant has been accepted into the program. The letter is issued after the student satisfies all admission requirements and pays the required deposit to secure the seat in the program. The letter is recognized by the Government of Canada and contains all necessary information to help facilitate the processing of study permit application by Immigration, Refugees and Citizenship Canada (IRCC).

### ***Letter of Offer***

The letter sent to an applicant who has met the admission requirements, offering them a seat in the program they applied for. This letter will contain the details related to accepting the offer to attend NIC and the necessary deposit required to receive a Letter of Acceptance.

## GUIDELINES

1. Tuition
  - a) NIC will charge tuition as stated in Board of Governors Bylaw #6 - International Tuition and Fee Bylaw.
2. Deposit
  - a) New students are required to pay a non-refundable deposit prior to acceptance to the College.
  - b) Continuing students are required to pay a non-refundable deposit prior to registration for the next academic year.
3. Fees
  - a) NIC will charge fees such as, but not limited to, the Learner Resource fee, NISU (North Island Student's Union) fees, International Service fee, and medical insurance fee. All fees will be published on the website.
4. Refunds
  - a) In exceptional circumstances, students may apply for a refund. See Appendix A 2.3 that outlines requirements of an exceptional circumstance.

## **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 #4-09 Registration](#)

[NIC Policy #4-17 Admission](#)

## **APPENDIX A**

### **PROCEDURES**

#### **1. Tuition, Deposit and Fee Payment**

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

##### **1.1 Fee Payment Deadline**

- 1.1.1 New students must pay the deposit before the deadline stated in the Letter of Offer. Students may request an extension of the deadline by writing to the International Admissions office. The tuition deposit must be paid in full before a Letter of Acceptance is issued. No exception is made for the deposit payment.
- 1.1.2 Continuing students must pay the balance of their tuition and fees by the dates published on the NIC website unless a written deferral of fees has been approved by the OGE.

##### **1.2 Form of Payment**

- 1.2.1 Information about the payment process and procedures will be provided in the Letter of Offer for new students. 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 for Continuing Students**

- 1.3.1 If continuing students fail to pay tuition or fees by the published deadline, this may result in the cancellation of a student's registration in future terms. NIC may withhold or deny services until all outstanding tuition and fees are paid. In addition, refer to NIC Policy #4-09 Registration for details.
- 1.3.2 Any continuing 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 A continuing student experiencing difficulties 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 Students**

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

## **1.5 Canadian Permanent Residency Status**

- 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 of their status.
- 1.5.2 If Canadian Permanent Residency is obtained before the end of the add/drop period in a particular 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.
- 1.5.3 If Canadian Permanent Residency is obtained after the add/drop period in a particular term, international tuition and fees will remain unchanged for that term. However, future term enrolment and fees will be adjusted to domestic tuition and fee rates.

## **1.6 Medical Insurance**

- 1.6.1 New students are enrolled by NIC in a medical insurance plan for their first 90 days in Canada. The cost of the coverage is charged to the student's NIC account and is non-refundable.
- 1.6.2 All students studying full time at NIC will be charged health and dental fees annually unless they qualify to opt out. The student only needs to opt out once during a consistent period of study.

## **2. Refunds and Deferrals**

### **2.1 Deposit Refund for International Students**

- 2.1.1 \$10,000 of the deposit is non-refundable unless it meets the requirement of an exceptional circumstance refund or a study permit refusal.
- 2.1.2 A student may apply for a refund when a study permit is denied by the Government of Canada - IRCC. A request for refund must be submitted in writing with a copy of the visa denial letter within 90 days of the date of the visa denial letter.
- 2.1.3 If a study permit is denied due to misrepresentation as defined by the Government of Canada - IRCC, NIC reserves the right to retain the entire deposit and any fees paid (no refund).
- 2.1.4 In exceptional circumstances, a request for a refund may be considered by the Executive Director of OGE or designate upon written receipt of a request with supporting documentation (e.g., medical documentation confirming student is not able to travel to Canada to study). The written request must be submitted before the end of the term in which the student applied. Once the relevant term has ended, deposit for that term is subject to forfeiture.

### **2.2 Deferral for New International Students**

- 2.2.1 If study permit is delayed, a new student may apply to move the deposit to the next available intake **one time only**. The student (or the student's representative) must notify International Admissions by the first Friday of the term in which they were admitted. Any variation to this requires written approval of the Executive Director of OGE

2.2.2 If, after deferring the admission to the next available term the student is unable to start in that term, NIC will require a new application to be submitted.

### **2.3 Credit Balance and Refunds for Continuing Students**

2.3.1 Payments received in excess of the current term tuition and fees will be applied to future academic terms where charges exist.

2.3.2 A credit balance exists when there are funds in a continuing student's account which have not been allocated to a deposit, tuition, or other fees for the current term. This credit amount can be refunded to the student.

2.3.3 If a student does not apply for a refund of the credit balance or has not responded to NIC's attempts to contact the student after one semester of absence from NIC, then the credit balance will be forfeited.

### **2.4 Refund Processing**

2.4.1 A \$200 refund processing fee, \$100 application fee and other applicable charges will be deducted from any refund provided. Refunds may take up to six to eight weeks to process.

### **2.5 Academic and Non-academic Misconduct**

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

### **2.6 Sponsored International Students**

2.6.1 Refunds for sponsored students will be issued to the sponsoring institution to the originating source account in accordance with the partnership agreement.