

# Refund Policy

**\*See exceptions below**

## Purpose

To apply a fair, consistent and easily understood refund policy.

## Policy

Vancouver Community College will refund course/program fees to students who withdraw (voluntarily or involuntarily) within each term as follows:

**Before the First Day of Term:** 100% Refund (less administrative fee and deposit)

**First, Second and Third Day of Term:** 80% Refund (less administrative fee and non-refundable fees)

**Fourth, Fifth Day of Term:** 50% Refund (less administrative fee and non-refundable fees)

**After Fifth Day of Term:** No Refund

VCC will refund to students who withdraw from continuous intake programs fees for each month paid, but not used (less administrative fee).

## Applies to

All Students, Registrar's Office

**\***This policy does not apply to all courses or programs. An example of the exceptions are differentially-funded courses/programs, programs with advanced registration

deadlines, International Education courses or programs, and Continuing Education courses or programs

## **Procedures**

- The Registrar's Office issues refunds calculated on the date the request is received in the Registrar's Office.
- All appeals for refunds must be received in the Registrar's Office within 30 days of the last day of attendance in class.

The College mails refund cheques within four to six weeks of the student's written request.

- The Registrar's Office mails refunds by College cheque only to students, sponsors, or appropriate lending institutions.
- The College will not issue refunds for less than \$20.00
- The Registrar's Office charges an administrative fee for processing refunds cheques.

## **Replaces**

Refund of Fees, Policy #2.3.3.2

Refund of Tuition Fees, Policy #2.2.1.1

Amendment to Policy D.3.4, dated March 1, 1997

Amendment to Policy D.3.4., dated May 11, 1999

Amendment to Policy D.3.4, dated April 9, 2002

**Non-refundable fees:**

Application fee  
Assessment fee  
Non-refundable deposits  
Student society fees  
Co-op fees (as of payment due date)  
Fees paid by insert students upon registration  
Graduation Fees

**1. Policy Sponsor:** Registrar

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**