

Withdrawal/Refund Policy for Fleming College

Withdrawals / Refund of Fees

Full-time Post-Secondary Students

In accordance with the Ministry of Training, Colleges and Universities Tuition Fee Operating Procedures, students **must** submit formal written notification of Withdrawal within **10 business days of the beginning of a semester to receive a refund of fees** for the current term.

Students must officially withdraw in writing at the Registrar's Office after the fee deadline date and up to and including the 10th day of class by completing a Withdrawal Form. Students who withdraw by the 10th day will then be refunded for:

- a. all Term tuition and ancillary fees assessed and paid, less \$100.00 administrative fee and any incidental administrative charges (refer to list below)
- b. or all Installment Plan fees assessed and paid, less any related incidental administrative fees (refer to list below)
- c. and all fees paid in advance for subsequent terms

Students who withdraw after the 10th day of the semester will receive a refund of fees paid in advance for subsequent terms only. Service charges are non-refundable (includes installment, late and deferral charges.) Any refunds will first be credited to fees outstanding i.e. residence, optional fees or outstanding tuition fees from previous semesters. **Note: All outstanding fees for the current semester withdrawn from are due to the College.**

Students who do not officially withdraw at the Registrar's Office will be responsible for all fees assessed. **Non-attendance does not constitute an Official Withdrawal.**

OSAP Eligible Students

Students who withdraw at the Registrar's Office after the fee deadline date and up to and including the 10th day of class and are registered as an OSAP eligible student will not be refunded for any deferral fees.

After the 10th day of the semester, any refund owing by students who received OSAP funding will be payable to the National Student Loan Service Centre for credit against existing loans as per Section 5 of the Canada Ontario Integrated Loan Agreement.

Part-time Day Students

All fees paid, less \$25 per course are refundable provided the official withdrawal is made at the Registrar's Office prior to the 10th day of classes in the current term.

Continuing Education Part-time Students

For courses greater than two weeks in length: If a student withdraws any time up to the start of class, a full refund less \$25.00 administrative fee will be issued. If a student withdraws later than the start of class there will be no refund issued.

For classes less than two weeks in length: If a student withdraws any time up to 14 days prior to the start of class a full refund less a \$25.00 administrative fee will be issued. If a student withdraws later than 14 days prior to the start of class there will be no refund issued.

A full refund will be granted when a course is cancelled by the College or the student is unable to attend a course due to unannounced changes by the College.

International Students

Please see International Students Program Withdrawal Information.

Apprenticeship Students

If a student withdraws any time up to the third day of class, a full refund less \$25.00 administrative fee will be issued.

PLEASE NOTE; Any fees that have been paid by Credit Card will be refunded to the same credit card. Refunds for OSAP eligible students will be returned to the National Student Loan Service Centre. All other refunds will be paid directly to the student.

It takes 4-6 weeks to process all refunds. If you do not receive your refund within 4-6 weeks after withdrawing from the college please contact the Cashiers office at ext 1796.

Incidental Administrative Charges are non-refundable (subject to change)

Penalty for NSF Cheques.....	\$30.00
Penalty for declined credit card.....	\$30.00
Application for OSAP Waiver.....	\$65.00
Installment Plan Administrative Fee.....	\$100.00
Late Payment Fee.....	\$75.00
Prior Learning Assessment and Recognition (per course).....	\$ 129.95