

International Withdrawal/Refund Policy

Before you apply for a withdrawal/refund, it is important that you review this document carefully.

How to Apply for Withdrawal and Refund

If you want to apply for a refund, you must complete and submit an **International Student Withdrawal Form**. The **Withdrawal Form** must be filled in completely to ensure that the refund is processed. You must submit your withdrawal request by the stipulated deadline in order to be eligible for a fee refund. You can submit your forms and documentation by either e-mail, drop off in person, mail or fax.

1. If you have received a **Visa Denial**, please follow these steps:

Send your **International Student Withdrawal Form**, the **Visa Denial Letter** (issued by the Canadian embassy or consulate) and **appropriate documents** by mail, fax or email within the **first 20 school days** of the semester. Upon receipt of all documentation, your withdrawal application will be processed to refund your fees paid, **minus a \$200 administrative charge**.

2. If you choose to **withdraw from the college for any reason other than a Visa Denial**, please follow these steps:

A. Within **the first 10 school days** of the semester, you must submit a completed Fleming College **International Student Withdrawal Form**, plus the appropriate documentation to receive a refund of the tuition fees you paid. Your withdrawal must be approved by the Office of the Registrar. Upon **receipt of all the appropriate documents** at the Office of the Registrar, your withdrawal application will be processed to refund your fees paid, minus a **\$2,300 administrative charge**.

B. If you **withdraw after the first 10 school days** of the semester, you must submit a completed Fleming College **International Student Withdrawal Form**, plus the appropriate documentation. Upon **receipt of all the appropriate documents** at the Office of the Registrar, your withdrawal application will be processed. In accordance to Fleming policy, **you will not be eligible for a refund of fees paid**.

Please ensure that **you provide one of the following documents** with your **Withdrawal Form** in order for it to be processed.

- a. Letter of Acceptance, if you are transferring to another institution (you will also need to complete a Third party Release Form).
- a. A plane ticket, if you are returning home
- b. Other extraordinary circumstances (please speak to the Office of the Registrar for more details).
- c. If you are a freshman (new student) you will also need to provide copies of your Passport and valid Study Permit.

For students withdrawing for reasons other than transfer, your fee refund will be issued in the same format as the original method of payment (i.e. if you paid by wire transfer, the refund will be made by wire transfer) and to the same person/account who made the initial payment. Please ensure that you complete the **appropriate Form** for the method of refund. For students transferring to other institutions, remaining funds will be transferred directly to the institution approved on your International Withdrawal form.

The student is responsible to ensure that the Office of the Registrar receives all documentation. Failure to do so may delay processing of your withdrawal request submission.

Throughout the year, we experience larger than normal volumes of workload, such as during Registration, which will cause delays to the processing of refunds. We appreciate your understanding and patience during these times.

Failure to officially withdraw will negatively reflect on your records.

If you have not received your refund within 60 days once all steps for a refund have been completed and documentation has been submitted, please contact admissions@flemingcollege.ca

Please submit your withdrawal request forms and documentation to: admissions@flemingcollege.ca or Fax (705) 749-5507.

Each application for tuition Fee refund will be evaluated on a per case basis.