

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 the following documents** with your **Withdrawal Form** in order for it to be processed.

- a. If you are a new student, provide copies of your Passport, and valid Study Permit and a complete Wire Refund Form.
- b. Provide a copy of your Letter of Acceptance if you are transferring to another institution.
- c. Provide a copy of your plane ticket if you are returning home
- d. Other extraordinary circumstances please speak to the Office of the Registrar for more details.

EFFECTIVE FOR THE FALL 2018 TERM

Your fee refund will be issued in the same manner as the original method of payment regardless of the reason for your withdrawal and to the same person/account who made the initial payment. Example: If you paid via wire transfer, your refund will be issued by wire transfer back to the same account/account holder as the originating payment. Please ensure that you complete the **appropriate Form** for the method of refund.

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. We will begin processing refunds after the close of the registration period for each term. It can take 4 to 6 weeks to process a refund after this time.

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.