

HOLLAND COLLEGE

ADMINISTRATIVE REGULATION

Category: STUDENTS

Topic: INTERNATIONAL STUDENT TUITION FEES &
REFUNDS

Code: 50-03-3

Effective Date: November 30, 2020

Revision: SIX

Approved by: President of Holland College, Sandy MacDonald

Related Documents:

Administrative Regulation [50-03-2](#) (Collection of Student Fees & Refunds)

SCOPE:

This regulation applies only to International Students. Refer to AR-50-03-2 for all other students.

GENERAL

- 1.** Students who are not Canadian citizens or do not have Canadian Permanent Resident status will, for the application of College policy, regulations and procedures, be classified as "International Students".
- 2.** At the time of registration, all international applicants must provide a copy of their visa or study permit to the College.
- 3.** A full-time (post-secondary) student is defined as a student enrolled for a minimum of 15 hours per week that span a semester or enrolled in 3 or more credit courses that have a minimum combined credit value of nine that span a semester.
- 4.** Any tuition of \$1000 or less is payable in full on or before the start day of classes.
- 5.** All fees with the exception of lab fees are payable in full on or before the start day of classes.
- 6.** The College reserves the right to cancel registration of those students who fail to pay their tuition and/or fees.
- 7.** Exceptions to this Administrative Regulation may be granted by the Registrar.

APPLICATION FEES

- 8.** Application fees are due at time of receipt of the application. Applications will not be processed until the correct application fee is received.
- 9.** Application fees are non-refundable (unless the program is cancelled) and are separate from all other fees.
- 10.** A \$100, non-refundable, application fee will be charged for all international student applications to post-secondary programs.

CONFIRMATION FEES

- 11.** When international applicants are accepted to a program they must forward, within three weeks from the date of acceptance letter, a confirmation fee of \$500.00 (CAD) in order to confirm their attendance and hold their seat. The confirmation fee will be applied toward the tuition fee.

INTERNATIONAL STUDENT FEES

- 12.** International students who are accepted into a Holland College postsecondary program will be charged an International Student Fee, an International Student Medical Fee, and an International Health and Dental Fee. International students may choose to purchase their own Health and Dental insurance. In order to opt out of the International Health and Dental Fee, at the time of registration students must provide a copy of adequate health and dental insurance that is acceptable to the College (Health and Dental Insurance for International Students purchased from a Canadian provider.) In order to opt out of the International Student Medical Fee, students must provide a valid Province of PEI Health Card.
- 13.** All other applicable program tuition, fees and associated costs will remain the same as that charged to all other students for the respective program.

TUITION, LAB AND OTHER FEES

- 14.** Holland College operates programs on either a program year basis (not a semester system) or a course basis.

Program Year Basis

- 15.** For programs operating on a program year basis:
 - 15.1** Tuition, lab and other fees are due in full on or before the start day of the program.

- 15.2** Notwithstanding the above, a split payment of tuition and lab fees is permitted for convenience, however, if a student chooses not to return any time after sixty (60) calendar days from the start day of the program, the student is still responsible for the full year program tuition and fees. All other fees are due and payable on or before the start day of the program. These include student union dues and other amounts which may be applicable to certain programs.
- 15.3** Students are required to pay sixty percent (60%) of tuition/lab fees on or before the start day of the program and forty percent (40%) on the first day of the second half of the program.
- 15.4** Students who attend for more than one week and leave a program before its completion, for whatever reason, will be charged a monthly fee for each month attended or part thereof, subject to the College's refund policy (below).
- 15.5** Students who require additional time to complete a program will be charged an additional tuition and/or lab fee on a prorated basis. Any extensions over a week shall be charged a monthly fee for each month or part thereof.

Course Basis

- 16.** For programs offered on a course basis:
- 16.1** Tuition is based on the number of enrolled courses taken each semester, and tuition and any applicable lab fees are due in full before the start of each semester.
- 16.2** All other fees are due and payable before the start of the first semester. These include student union dues and other amounts which may be applicable to certain programs.

DEFERRALS

- 17.** With the approval of the Registrar a deferral of fees may be granted for up to four weeks from the date of registration to students who are experiencing funding difficulties. Students may be subject to a late payment fee of \$50.
- 18.** A student accepted within one week prior to the start day of the program or subsequent to the start day of the program, may be granted a deferral of fees for up to six weeks from the start day of the program.

OVERDUE ACCOUNTS

- 19.** If a student has not paid tuition and/or fees when due, and has not been granted a deferral, the student's account will be considered to be overdue.
- 20.** While a student's account is overdue, the student will not:
 - a)** be able to register for any program or course offered by the College.
 - b)** be able to participate in on the job training activities.
 - c)** be permitted to participate in any graduation or other recognition ceremonies.
 - d)** receive a diploma, certificate, transcript or any other official student record until all accounts are paid in full.
- 21.** All overdue accounts are charged a late payment fee of \$50 and are subject to interest charges.
- 22.** Overdue accounts will be processed accordingly:
 - 22.1** Notice 1: Admissions will send the student an overdue notice.
 - 22.2** If a student does not contact the Admission Clerk within two weeks of the notice, the account will be forwarded to the Finance Office.
 - 22.3** Notice 2: The Finance Office will notify the student of outstanding fees in writing. If the student does respond, the Finance Office will arrange payment with the student.
 - 22.4** Notice 3: If the student does not contact the Finance Office within one week, the Finance Office will send a final notice by registered mail/courier or by personal delivery and the student will be given one week to settle all outstanding accounts, or the following will occur:
 - a)** The VP Corporate Services, or designate, after notifying the appropriate Director/Executive Director will terminated the student's attendance in the program and notify the student of the consequences as outlined below.
 - b)** Terminated students will:
 - (i)** not be able to register for any program or course offered by the College.
 - (ii)** have parking, computer, and library privileges revoked.

- (iii) have student union membership terminated.
 - (iv) not be permitted to participate in on-the-job training activities.
 - (v) not be permitted to participate in varsity athletics.
 - (vi) not be permitted to participate in any graduation or other recognition ceremonies.
 - (vii) not receive a diploma, certificate, transcript or any other official student record until all accounts are paid in full.
- 23.** Students may only be reinstated after all accounts are paid in full and with the approval of the Registrar/Finance Office.
- 24.** Continued overdue accounts will be turned over for collection through a collection agency.

REFUNDS (Excluding Continuing Education Courses)

- 25.** All refunds will be approved by the Chief Financial Officer or a delegated authority.
- 26.** A student who is dismissed from a program/course will not be eligible for a refund.

Application Fee Refund

- 27.** An application fee is payable for application to every program and is non-refundable, unless the program is cancelled.

Confirmation Fee Refund

- 28.** The confirmation fee for international students is non-refundable.
- 29.** Notwithstanding the above paragraph, International students registered in a course/program with a **Blended Delivery Method**, who are unable to obtain a Study Permit from Citizenship and Immigration Canada (CIC) and have canceled their admission prior to the program start date will have their confirmation fee refunded if they provide Holland College with a copy of the letter of refusal from CIC. The letter of refusal from CIC must be received by the College within 60 days of the issued date of the letter.

International Student Fee Refund

- 30.** The International Student Fee is non-refundable.
- 31.** Notwithstanding the above paragraph, International students who are registered in a course/program with a **Blended Delivery Method**, and are unable to obtain a Study Permit from Citizenship and

Immigration Canada (CIC) prior to the College program/course drop date will have their International Student Fee refunded if they provide Holland College with a copy of the letter of refusal from CIC.

International students who are unable to obtain a Study Permit from Citizenship and Immigration Canada (CIC) after the College program/course drop date will be refunded 50% of the International Student Fee. The letter of refusal from CIC must be received by the College within 60 days of the issued date of the letter.

Tuition, International & Lab Fees Refund

32. Partial tuition/lab fee refunds to registered students will be granted under the following conditions:

- a)** The student either informs their instructor of their intent to withdraw/discontinue or the student provides formal written notice of their withdrawal to the Registrar's Office by completing a QF017 (Course/Program Discontinuation Form). The instructor will complete and submit a QF007 (Post-Secondary Student Exit/Change of Status {found on WebAdvisor}). The date of the withdrawal shall be the date that the notice/exit form is received.
- b)** A student who has been accepted into a program on a probationary or conditional basis exits within the probationary period.
- c)** A student exits for health reasons and provides a medical certificate acceptable to the College.

33. Tuition and lab fee refunds for program year based programs:

- a)** A first year student exiting the program before the second Friday after start day of the program will receive a full refund less the confirmation fee.
- b)** A student exiting the program or changing status (ie. fulltime to part-time or change in start date/exit date) within sixty (60) calendar days after the start day of the program will receive a partial refund.
- c)** The amount of refund will be determined as follows:
 - (i)** Any part of a calendar month attended or registered by a student constitutes a full month. Refunds will be made for complete months only.

- (ii) The tuition and fees refund will be based on the time subsequent to the student exiting the program, prorated over the duration of the course.
 - (iii) A refund for other program items, if applicable, less costs already incurred by the College on behalf of the student.
 - d) If the student exits after sixty days from the start day of the program, the student will receive no refund.
- 34.** Tuition and lab fee refunds for course based programs:
 - a) If a student exits a course within ten (10) business days of the course start date, the student will receive a full refund for the course less an administrative fee of \$50 per course.
 - b) If a student exits a course after ten (10) business days of the course start date, but before 20 business days of the course start date, the student will receive a fifty percent (50%) refund for the course.
 - c) If a student exits a course after 20 business days from the course start date, the student will receive no refund for the course.

PROGRAM TRANSFERS (Program year based programs only)

- 35.** The student will be responsible for any direct costs incurred by the College on their behalf, while they attended their original program.
- 36.** Students are responsible for the cost of texts in both their original program and the program to which they are transferring.
- 37.** Transfers of tuition/fees paid will be permitted. If the tuition/fees of the program to which the student is transferring is higher than the tuition/fees of the original program, the student will be required to pay the difference. If the tuition/fees of the program to which the student is transferring is lower than the tuition/fees of the original program, a pro-rated refund will be issued to the student providing the transfer occurs within sixty (60) calendar days after the start day of the original program.