

Policy Name	<b>INTERNATIONAL TUITION &amp; REFUNDS</b>		
Policy #	<b>107</b>	Category	ACADEMICS
Steward	VP, ACADEMICS	Date Approved	Nov 4, 2022
Next Review Date		Date Reviewed or Revised	

### **POLICY**

The College will collect funds for applications, tuition, books, student fees, and learning materials fees from or on behalf of International students. This policy applies to all programs accepting international students. Tuition and fee amounts may change at any time.

The purpose of this policy is to determine the procedures regarding fee calculation, tuition and fee payment, and refunds for international students.

### **PRINCIPLES**

Tuition for international students is set considering the following principles:

1. Sustainable differential fees across courses, programs, or other types of training to reflect cost of delivery and/or demand
2. Quality and enhanced excellence in our academic programs, research, student services and institutional supports
3. Transparency and appropriate consultation and communication when setting all tuition and related fees

### **SCOPE**

This policy applies to all programs accepting international students with payment to Suncrest College and is in place for international students only. Domestic student tuition, fees and refunds are covered by the Tuition and Refund Policy (#106).

### **DEFINITIONS**

Domestic Student	Canadian citizens and permanent residents (landed immigrants), including Refugees with approved claims
Program Capacity	All programs have limited capacities based on several possible factors. The College reserves the right to set program enrollment capacities.
International Student	A student with a valid permit to study in Canada

## PROCEDURES

Suncrest College collects the following fees and tuitions that directly relate to a student's enrollment.

### 1. Application & Assessment Fee

All international students applying to Suncrest College must pay a non-refundable application and assessment fee. (See Appendix A for current fee amount). This fee is non-refundable.

### 2. Tuition Deposits

Suncrest College tuition deposit is 50% of first year tuition and program fees. Deposits should be paid within 30 days of offer letter issue date or application will be withdrawn.

- If, for any reason, you do not attend Suncrest College once your study permit has been approved your tuition deposit becomes non-refundable.
- If you apply to the College with an approved study permit and choose not to attend, your tuition deposit becomes non-refundable.
- If your study permit is denied, for both SDS and Regular stream applicants, tuition deposits are refundable less the administrative fee. (See Appendix A for current fee amount).

NOTE: IRCC rules require:

- Regular Stream Applicants to pay Minimum of 50% of first year tuition and fees at time of conditional acceptance.
- Study Direct Stream (SDS) Applicants: 100% of first year tuition and fees at time of conditional acceptance.

### 3. Payment Methods

From outside of Canada:

- International payments are only accepted via Flywire.

From inside Canada:

- Students pay their fees via credit card by contacting the College.

### 4. Tuition Payments

For regular stream applicants 50% of tuition and all fees are due 30 days after conditional acceptance letter is awarded.

For regular stream applicants remaining tuition payment is due by the end of the day on the first day of your program.

No refunds are issued prior to study permit decisions being made.

## **5. Unpaid tuitions**

A late fee of \$500 will be applied to unpaid tuition amounts 30 calendar days after the start of the program. Students will be given until the following dates to pay all outstanding fees.

- October 31<sup>st</sup> for Fall start programs
- February 28<sup>th</sup> for Winter start program

If the discontinuation date precedes the late fee date, the late fee will be applied to overdue accounts on the discontinuation date.

Students who do not pay fees in full by October 31st, will be discontinued effective January 3rd of the applicable program year. Students in this situation will be permitted to complete their studies until the end of December of the applicable program year.

For programs that start in Winter, students who do not pay fees in full by February 28th, will be discontinued effective July 1st of the applicable program year. Students in this situation will be permitted to complete their studies until the end of June of the applicable program year.

Students who are discontinued from a program may not return to any Saskatchewan Colleges partnership institution until the following academic year.

Discontinuation due to non-payment will result in a hold on marks, transcripts, and other immigration documentation regarding confirmation of enrolment or completion.

## **6. Scholarships**

Students who are awarded scholarships will first have the amount applied to their outstanding account. If tuition is paid in full, the scholarship will be paid directly to the student.

## **7. Refunds**

No refunds are issued prior to study permit decisions being made.

No refund of tuition deposit or tuition is available after the first day of the program at Suncrest College. If your study permit is denied, tuition deposits are refundable less the administrative fee.

There are no refunds of books and material amounts, or lab or student fees.

If a student is discontinued, there is no refund available.

In the unlikely event a program is cancelled, the college will refund all tuition and fees.

## **8. Late Study Permit Student Options**

For students whose study permit is approved after the start date of the program, options that will be provided include the following:

- Defer application to next available intake. All fees are transferred to future intake.
- Transfer to another institution within the Saskatchewan Colleges partnership. All tuition and fees will be transferred to the respective institution. If applicable, any additional costs due to new program international student tuition and fee rates are the responsibility of the student.

**LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

N/A

**LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

N/A

## **APPENDIX A – Schedule of Fees**

### 1. Application & Assessment Fee:

- A non-refundable Application/Transcript Assessment fee of \$140 must be submitted with each international application for admission.

### 2. Tuition Fees

- International student tuition deposit is 50% of the tuition and fees for the program.

### 3. Administrative Fees:

- Non-refundable student fee of \$100 per student in credit programs per year.
- Late fee is \$500
- International administrative fee is \$500
- International course administration fee is \$250 per course up to a maximum of \$500 per student per year.