

Policy Name	INTERNATIONAL TUITION & REFUNDS		
Policy #	107	Category	100: ACADEMICS
Steward	VP, ACADEMICS	Date Approved	Nov. 4, 2022
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POLICY

Suncrest 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 outline 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:

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

Scope

This policy applies to international students in all programs with payment to Suncrest. 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.

Full Time Student

A student taking 60% or more of a full course load

PROCEDURES

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

NOTE: these are Suncrest Policies and procedures, applicants may need to meet requirements from government agencies or other agents.

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 not be processed.

- your tuition deposit is non-refundable.
- If your study permit is denied, , tuition deposits are refundable less the administrative fee. (See Appendix A for current fee amount).

3. Payment Methods:

From outside of Canada:

- International payments are only accepted via Flywire.

From inside Canada:

- Students pay their fees via credit card, etransfer, Flywire or in . person at any Suncrest College campus

4. Tuition Payments:

50% of tuition and all fees are due 30 days after your conditional acceptance letter is awarded.

The remaining tuition payment is due by the end of the first day of your program.

5. Unpaid tuitions:

A \$500 late fee will be applied to any outstanding tuitions and fees by the following dates.

- October 31st for Fall start programs
- February 28th for Winter start program

Students who do not pay fees in full by October 31st, will be discontinued effective first

day of class in January 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:

Tuition deposits are non-refundable.

If your study permit is denied, tuition deposits are refundable less the administrative fee. Proof of study permit denial is required.

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.
- If IRCC permits, 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 \$150 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 for part time students