

Updated: 2016/2017

# Fees, Deferrals, & Refund Policies for International Students at VIU

## General Regulations

All new and continuing international students at VIU are subject to University policies and procedures. Below are the Payment, Deferral, and Refund policies for international students. A more comprehensive document that outlines other university policies and regulations for all students can be found in the [VIU Academic Calendar](#).

All new international applicants to VIU should be aware that their first payment to VIU is non-refundable and non-transferable, except in the case of approved deferrals or approved applications for refunds (see below).

Unpaid fines, administrative fees, and other amounts owing to VIU will be deducted prior to any approved deferral or refund.

Students required to withdraw, or who are not admitted to VIU, due to a violation of the [Student Conduct Code](#) and/or [Student Academic Code of Conduct](#) are not entitled to any deferral or refund.

## Tuition and Other Fees

International Students' fee payment deadlines are firm and it is a student's responsibility to plan and budget accordingly. A late fee of \$200 will be assessed for any late payments received after a deadline; deregistration from courses may follow.

Most programs at VIU will have tuition fees and other fees (e.g. Ancillary fees and Student Union fees). Some courses may also have lab fees or supply fees. All fees owing, and payment deadlines, are listed on the student record, based on current course enrolment.

International students may choose to pay their outstanding fees in a lump sum or in installments, as long as the total amount owing is received prior to a given deadline.

## Deferrals

### **Deferrals\* - New Applicants Prior to Arrival at VIU**

In most cases, after receiving the Letter of Acceptance and prior to the start of the semester the applicant is expected to begin their studies at VIU, new international applicants may request to *defer* the start of their studies. New applicants may request to defer their studies only once and for up to a maximum of one calendar year from the original start date. If a student is approved to defer their start date, VIU will hold their first payment in trust as payment for the new start date. Once a deferral is approved, the funds held in trust will be forfeited if the applicant does not register in the accepted VIU program by the stated date, except in exceptional circumstances (see refund details below).

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\*Students should be aware that not all programs allow deferrals and not all programs that allow deferrals have intakes each semester. Students should contact [study@viu.ca](mailto:study@viu.ca) or [masters@viu.ca](mailto:masters@viu.ca) to inquire about deferring the start date at VIU.

## **Refunds**

### **Refunds - New International Applicants Prior to Arrival at VIU**

Prior to the program start date, all newly accepted international students (including those approved for deferral) who decide not to attend VIU are not normally eligible for a refund. New applicants may be eligible to apply for a refund of their initial payment *in extenuating circumstances only* (see *Exceptional Circumstances* below). All others will forfeit their initial payment should they decide not to attend VIU.

For those applying for a refund, the approval or rejection of an application will be determined based on the rationale and documentation provided in the refund request. Approved refunds will normally not exceed 75% of the first tuition payment, except in the case of a legitimate study permit refusal (see *Exceptional Circumstances: Study Permit Refusal Grounds* below). Refund amounts will be minus application and administrative fees (currently at a rate of \$150 and \$200 respectively, for a total of \$350) and any related banking charges. All refund requests, including submission of required documentation, must normally be made on the appropriate form prior to the start of the semester the student was to begin the related studies at VIU.

### **Refunds – Current/Returning International Students**

#### **Undergraduate programs (including ESL, ABE and vocational programs)**

Fall/Spring Semesters: Current international students who withdraw from all fall and/or spring semester courses at VIU are subject to the following tuition refund amounts:

- 100% up to the tuition payment due date;
- 50% between the tuition payment due date and before the first day of the semester;
- 25% between the first day of class and before the end of the second week of the semester;
- After the second week of classes, no tuition is refunded except in extenuating circumstances.

#### **NOTES:**

1. All refund requests, including submission of required documentation, must be made on the appropriate form within the timelines outlined.
2. All courses for the given term must be dropped to be eligible for a refund.
3. Other fees (Ancillary fees, insurance fees, etc.) are normally non-refundable
4. Unpaid fines and other amounts owing will be deducted from the refund.
5. Students required to withdraw due to violation of the Student Conduct Code and/or Student Academic Code of Conduct are not entitled to any refund.

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Summer Session: Current international students who withdraw from summer session courses are subject to the following tuition refund amounts:

- 100% up to April 1;
- 50% between April 2-15 (May session) or April 2-May 20 (June session);
- After April 15 (May session) or May 20 (June session), no tuition is refunded except in extenuating circumstances.

NOTES:

1. All refund requests, including submission of required documentation, must be made on the appropriate form within the timelines outlined.
2. Summer session courses must be dropped through the Faculty of International Education to be eligible for a refund.
3. Other fees (Ancillary fees, insurance fees, etc.) are normally non-refundable.
4. Unpaid fines and other amounts owing will be deducted from the refund.
5. Students required to withdraw due to violation of the Student Conduct Code and/or Student Academic Code of Conduct are not entitled to any refund.

### Graduate programs

Current international students in graduate programs who withdraw from all courses in a given semester at VIU are eligible to apply for a refund of their tuition payment *in extenuating circumstances only* (see *Exceptional Circumstances* below). All others will forfeit their tuition payment should they decide to withdraw from their courses at VIU.

For those applying for a refund, the approval or rejection of an application will be determined based on the rationale and documentation provided in the refund request. Approved refunds will normally not exceed 75% of the related tuition payment. All refund requests, including submission of required documentation, must normally be made on the appropriate form during the semester the student withdraws from their courses.

NOTES:

1. Other fees (Ancillary fees, insurance fees, etc.) are normally non-refundable
2. Unpaid fines and other amounts owing will be deducted from the refund.
3. Students required to withdraw due to violation of the Student Conduct Code and/or Student Academic Code of Conduct are not entitled to any refund.

### **Refund Processing Times**

Depending on the nature and complexity of a refund request, it may take up to 6 weeks to review and process a request once a complete refund application is received, including all required supporting documentation.

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## Exceptional Circumstances

Exceptional Circumstances are defined as:

*Unforeseeable circumstances, not existing at the time of application or commencement of studies, that are beyond your control and which make it impossible for you to attend VIU or would cause you unreasonable personal hardship if you were to attend VIU.*

As exceptional circumstances are so varied it is not possible to list all circumstances that would be considered exceptional. However, the following are some examples to help you decide if you might be eligible to apply for a refund.

### Study Permit Refusal Grounds

New applicants who have submitted a complete and legitimate study permit application to Immigration, Refugees, and Citizenship Canada (IRCC) related to their most recent VIU letter of acceptance (including deferred acceptances) and who are refused the related study permit prior to commencing their studies at VIU are eligible to apply for a full refund, minus application and administrative fees (currently at a rate of \$150 and \$200 respectively, for a total of \$350) and any related banking charges. Such requests must include a copy of the relevant letter of refusal from the Canadian Embassy High Commission, or Consulate Visa Section. Students requesting a refund on these grounds will be deemed to give VIU authorization to contact IRCC about their study permit application and resultant refusal letter should they require any confirmation of information from IRCC.

The IRCC *authorization form* is found at <http://www.cic.gc.ca/english/department/atip/form-imm5744.asp>. A copy of the completed, signed, document should be sent to VIU as part of your refund application. A VIU representative from the Finance Office in International Education will then complete section C of the form. This document is only valid for one time use with IRCC, so any future refund requests based on study permit refusal grounds will require a new form.

### Medical Grounds

New applicants may have *medical grounds* to apply for a refund if they have a documented medical condition, which presented (or significantly worsened) after accepting an offer to study at VIU and prior to arrival at VIU, and which significantly impacts their wellbeing and ability to pursue their studies at VIU. Such applicants must have the *VIU Health Care Provider Statement* completed by a licensed Medical Doctor and submit it with their refund application.

Current international students may have *medical grounds* to apply for a refund if they have a documented medical condition, which presented (or significantly worsened) during the semester at VIU, and which significantly impacts their wellbeing and ability to continue their studies at VIU. Such applicants must have the *VIU Health Care Provider Statement* completed by a licensed Canadian Medical Doctor and submit it with their refund application.

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### Compassionate Grounds

New applicants may have compassionate grounds to apply for a refund if they experienced an unforeseeable and significant traumatic event after accepting an offer to study at VIU and prior to arrival at VIU, which significantly impacts their wellbeing and ability to pursue their studies at VIU.

Current international students may have compassionate grounds to apply for a refund if they experienced an unforeseeable and significant traumatic event during the semester, which significantly impacts their wellbeing and ability to continue their studies at VIU.

For example, the death of an immediate family member (spouse, child, mother (including mother in-law), father (including father in-law), sibling, or grandparent) would normally be considered an extenuating circumstance under compassionate grounds. In such cases, the applicant would be required to submit a copy of the original death certificate along with a translation into English in support of their refund application.

### Other Grounds

Most refund applications will be based on study permit refusal, medical, or compassionate grounds. However, other unforeseeable circumstances that are beyond the reasonable control of the individual may also be considered with the relevant documentation and explanation.