



## **Fee Refund Policy Cancellation and Withdrawal**

1. The student may at any time, cancel their enrolment at FIC. In all cases, the Fee Refund Policy will apply.
2. The student may, at any time, withdraw from a program. In all cases, the Fee Refund Policy will apply.
3. In all cases, if the student intends to cancel their enrolment or withdraw from a program, the student must notify FIC in writing
4. For details of the academic consequences of withdrawing from a program after commencing studies, follow the link to FIC's Withdrawal Policy under 'Policies and Procedures' at [www.fraseric.ca](http://www.fraseric.ca).

### **Fee Refund Policy**

1. For the purposes of this Fee Refund Policy, tuition, fees and charges are defined in terms of one full-time term of study (equivalent to four subjects) in any program at FIC.
2. Students may dispute FIC's decision regarding a refund by submitting a written request for reconsideration, together with details supporting their request, to the FIC Director of Finance. This process does not restrict the student's right to pursue other legal remedies.
3. In cases of the cancellation of enrolment or withdrawal from a program or course, the cancellation fee, administration charge, if relevant, and the refund of tuition, fees and charges, is calculated as shown in the table below.
4. In cases of deferrals, the tuition, fees and charges paid by the student will be retained by FIC, without interest or penalty, until the student recommences their studies or withdraws from FIC.
5. If the student withdraws from FIC after having deferred the start of their program, the Fee Refund Policy will apply as at the date FIC was advised of the student's deferral, based on the original start date of the program.
6. Where a study permit:
  - a. is refused to the student after enrolment; or
  - b. is not, for any reason, extended by Immigration, Refugees and Citizenship Canada;

FIC will retain the cancellation fee set out in the table below for 'study permit refusal' and refund the balance of the tuition, fees and charges paid by the student.

7. A student whose enrolment is terminated by FIC due to a breach of the terms and conditions of the contract between the student and FIC, including, without limitation, the rules, regulations and policies of FIC, will not be entitled to any refund of any tuition, fees and (commencement of classes will be the day of orientation) charges.
8. As set out elsewhere in these conditions of enrolment, FIC reserves the right to withdraw a program or course(s) from offer. If, as a result, a student is unable to enrol in a similar program or course(s) at FIC and the student wishes to cancel their enrolment, all tuition, fees and charges will be refunded, with the exception of a C\$500 administration fee.
9. At the completion of the FIC program, balance remaining in the student's account will be transferred entirely to Simon Fraser University for students enrolled in Simon Fraser University. For students not enrolled in Simon Fraser University, remaining balance less a \$250 administration fee will be transferred.
10. All approved refunds under this Fee Refund Policy will be paid within four weeks of receiving a written claim from the student in a form and containing such information as is reasonably required by the FIC Director of Finance.

Notification period	Cancellation Fee
Study permit refusal (proof of refusal necessary; for example, letter of rejection from Canadian Embassy)	C\$500
<b>Notification received prior to or on commencement of classes in any term (commencement of classes will be the day of orientation)</b>	
More than 10 weeks	20% of term fees* (+ a C\$500 administration fee)
10 weeks or less	50% of term fees* (+ a C\$500 administration fee)
On or after orientation	No refund
<b>Withdrawal from a single course(s)</b>	
Week 1 - 4	No penalty. Funds remain with FIC and are credited against enrolment in a subsequent term. Fees are forfeited if the student does not re-enrol in the subsequent term.
Week 5 - 14	No refund
<b>Withdrawal from a program in the first term</b>	
Prior to commencement of second semester	100% of program fee
* Term fee = 4 courses	
The cancellation fees listed above refer only to FIC tuition, fees and charges. For cancellation fees relating to airport reception or homestay placement, please contact the relevant third party.	