

**UNBC International Refund Policy – GRADUATE**

To accept an offer of admission, international students are required to pay an International Tuition Deposit of \$1500.

**By paying this deposit students agree to the below conditions.**

- 1) It is the responsibility of the student to ensure that they are allowing themselves enough time to apply for a study permit and receive their study permit before the start of the semester. **Students should carefully review IRCC processing times and study permit requirements before accepting admission and paying a deposit.** Refunds will not be given in cases where students have not received their study permit decision in time to arrive for the start of the semester.
- 2) The International Tuition Deposit is only refundable (minus a \$150 processing fee) in cases where a student declines admission due to study permit refusal. The refund request must meet the following criteria:
  - a. The refund request must be submitted no later than the 15<sup>th</sup> of the month before their starting semester. The refund request must be sent to [internationalrefunds@unbc.ca](mailto:internationalrefunds@unbc.ca) and proof of study permit denial must be submitted with the request, or it will not be accepted.
  - b. IRCC refusal letters must be dated after the date of the most recent application/deferred or re-application to UNBC.
  - c. Submission of fraudulent documents, false claims during the admission process (including study permit confirmation) or failure to receive a study permit due to misrepresentation will result in the forfeiture of the admissions deposit.
  - d. UNBC reserves the right to request additional information and verify information and documents with the IRCC as required.
- 3) Not all programs will allow a student to defer. If a student is approved to defer their admission their deposit will be transferred to the new intake. Students must submit a deferral request by the required deadline. If students fail to defer by the required deadline or if a deferral is not possible, they must submit a new application. If a student does not re-apply by the start date of the following semester, their deposit will be forfeited.
  - a. To submit a deferral please email [graduate-admissions@unbc.ca](mailto:graduate-admissions@unbc.ca)
  - b. Students are only able to request a deferral once, a non-refundable deferral deposit is required and will be applied to the student's tuition at the start of class.
- 4) Tuition paid beyond the International Tuition Deposit is 100% refundable if students have withdrawn from courses and by the required deadline. Students that have applied to stay in housing should review the housing regulations and refund policies as housing charges are separate from the tuition deposit any owing fees or tuition will not be refunded.

- 5) Refunds due to exceptional circumstances may be considered. Students should submit their request including any relevant documentation by the add/drop date of the students intended starting semester.
- 6) Tuition and Fees are fees are subject to change. Students are responsible for checking with UNBC for any changes close to the start of classes.