

## UNBC International Refund Policy – UNDERGRADUATE

To accept an offer of admission at UNBC, international students are required to pay an International Tuition Deposit of \$9000. Before paying the admissions deposit, students should be prepared to apply for their study permit and have read through the [study permit eligibility requirements](#).

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

- 1) It is the responsibility of the applicant 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 issued 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 **(5) business days** before the first day of the student's starting semester. The refund request must include required forms and be sent to [internationalrefunds@unbc.ca](mailto:internationalrefunds@unbc.ca). 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/deferral 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) If a student defers admission by the required deadline their deposit will be transferred to the new intake. If students fail to defer by the required deadline, they must submit a new application. If a student attends UNBC within 1 year of the original intake semester the deposit will be applied to the tuition balance.
  - a. To submit a deferral please email [intl.admissions@unbc.ca](mailto:intl.admissions@unbc.ca)
  - b. Students are only able to request a deferral once.
  - c. Students are only able to defer within the academic year (September to May) otherwise they are required to re-apply.
- 4) It is the student's responsibility to login to their student account and withdraw from courses before the start of the semester, if they are not attending. Tuition paid beyond the International Tuition Deposit is 100% refundable if students have withdrawn from courses by the required deadline.

- 5) Students that have applied to stay in housing should review the housing regulations and refund policies. It is the student's responsibility to meet housing deadlines and contact housing directly if they are not attending (housing@unbc.ca). The housing department charges separate deposits and are not covered under this policy.
- 6) Students are required to inform UNBC of their arrival date on campus. If students fail to notify UNBC, do not arrive on campus by the first week of the semester and have not paid the full-tuition for the starting semester they may be withdrawn from courses.
- 7) 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. Proof that students submitted a study permit application may still be required.
- 8) Tuition and Fees are subject to change. Students are responsible for checking with UNBC for any changes in costs close to the start of classes.