

REFUND POLICY FOR INTERNATIONAL STUDENT

St. Lawrence College @ Alpha College encourages all international students to carefully choose their program of studies before selecting and making any payments to St. Lawrence College (Alpha College). If students have questions regarding this Refund policy, please contact us at info@slc-alpha.ca

The International Student Refund policy has been developed in compliance with the Ontario Ministry of Advanced Education and Skills Development's (MAESD) Policy on Tuition and Ancillary Fees and the Citizenship and Immigration Canada (CIC) Study Permit guidelines.

STUDENTS WHO DO NOT RECEIVE A VISA OR MEET PREREQUISITES

Alpha College will provide a refund of any prepaid tuition (less a \$ 200 refund processing fee) if the applicant is denied a student visa under the condition that the applicant provides an authentic visa denial letter* issued by the Canadian High Commission within the first ten (10) days of the applicant's first semester. Provided such visa denial letter is deemed to be genuine and accurate by Alpha College, the applicant will receive a refund of prepaid tuition fees, less the \$200 refund processing fee.

*documents provided must be sent to an admission officer at Alpha College.

A written request for withdrawal will only be accepted from students who have not yet entered Canada or received a valid study permit allowing entry into Canada.

STUDENTS WHO WISH TO TRANSFER TO ANOTHER INSTITUTION

International students who withdraw before the Withdraw Deadline (within the first ten (10) days of the applicant's first semester) are entitled to a refund of tuition and ancillary fees less the non-refundable portion. The refundable portion of tuition and ancillary fees is calculated in accordance with the Ontario Ministry of Advanced Education and Skills Development's Policy on Tuition and Ancillary Fees. If a request for transfer is not received before the deadline of the international student's semester, no refund of semester fees will be issued.

To verify the identity of the student and to safeguard prepaid monies deposited by students, all international students must request a transfer and refund **IN PERSON** at Alpha College. Students must make an appointment to complete their transfer. Appointments can be made by contacting: info@slc-alpha.ca. If students show up without an appointment, their transfer will not be processed.

Students who wish to request a transfer must do so in person at the Alpha College within the first ten (10) days of the applicant's first semester.

Students who request a transfer to another institution must meet the following criteria:

- Meet the transfer deadline
- Apply for an appointment in person at Alpha College
- Complete all of the refund documents provided
- Provide a valid letter from the receiving institution indicating start date and program of studies
- Provide a valid Certification of Acceptance for students transferring to the province of Quebec*
- Provide proof of full or partial tuition payment to the receiving institution
- Provide a copy of their passport
- Provide a copy of valid permits (study and/or work permit)

If transferring to another institution, students must study at an approved Designated Learning Institute for the same semester as accepted to attend at Alpha College. In order to qualify for and process the refund, a valid letter from the other institution indicating start date and program of studies, proof of tuition payment, copy of passport and valid permits (study and/or work permit) must be presented at the time of the transfer application.

*For students accepted to educational institutions in Quebec, students must be in possession of a Certification of Acceptance (CAQ). The CAQ must accompany the Quebec institution's letter of acceptance.

STUDENTS WHO WITHDRAW

Students that have entered Canada on a study permit must remain enrolled as students. If a student is not intending to study as a full time student, they must return to their home country. Students who withdraw and return home must submit the withdrawal application documents including, a copy of their passport and valid permits (study and/or work permit), flight ticket and re-entry stamp upon return to home country.

RETURN OF TUITION AND ANCILLARY FEES

The non- refundable portion of tuition and ancillary fees (varies depending on the program) will be withheld by Alpha College for students who transfer or withdraw.

In accordance with industry best practices and to abide by the Government of Canada's guidelines, Alpha College will only return funds to the original payer and payer account. The funds will not be transferred to another institution.

Any wire transfer fees or other bank charges associated with returning the funds will be subtracted from the amount returned.

Alpha College will require between 60 and 90 days to complete the return of funds once Alpha College has received all documentation required to support the refund request.

Alpha College bears no responsibility for funds that do not reach their destination due to inaccurate or obsolete financial information provided by the student. Applicants/students are responsible for all banking and foreign exchange charges associated with their payment/refund.

Student signature: _____ Date: _____