



# INTERNATIONAL STUDENT REFUND AND DEFERRAL PROCEDURES

## English as a Second Language Programs Adult Basic Education Programs

The \$500 deposit is non-refundable and non-transferable except in the following situations:

### Revoked Offer

If you have been admitted conditionally based on i.e. IELTS results or high school grades and these results make you ineligible, your offer will be revoked as you have not met the conditions of the offer. A refund of the deposit can be requested by emailing the Registrar [registrar@okanagan.bc.ca](mailto:registrar@okanagan.bc.ca).

### Study Permit Delay

If your study permit is delayed, you may apply to move your deposit, tuition and fees **one time only**. You must notify us by the second Friday after the start of your program (first Friday in May and July terms). If the program is not open for applications in the subsequent term, you may be required to apply and pay another \$100 application fee.

If, after deferring your admission to a subsequent term, you are unable to start in that term, we will refund only tuition and fees paid over and above the \$500. You must notify us by the second Friday after the start of your program (first Friday in May and July terms).

### Study Permit Denial

If your study permit is denied, we require a copy of the rejection letter. You must notify us by the second Friday after the start of your program (first Friday in May and July terms) to receive a full refund of your deposit and fees with the following exception:

If your study permit application is rejected by IRCC for fraud/alleged fraud or other dishonesty, Okanagan College reserves the right to retain the entire deposit, tuition and fees paid.

### Exceptional Circumstances

A refund may be obtained by formal request to the Registrar [registrar@okanagan.bc.ca](mailto:registrar@okanagan.bc.ca) in exceptional circumstances such as for medical or compassionate reasons. You must include supporting documentation.

## **Changing Programs**

If you wish to change programs at Okanagan College **before** completing the first semester, we will retain your deposit. The balance of tuition and fees may be transferred to the new program. You may be required to apply and pay another \$100 application fee.

If you wish to change programs at Okanagan College **after** completing the first semester, we will transfer the balance of tuition and fees to the new program. You may be required to apply and pay another \$100 application fee.

## **Leaving Okanagan College**

If you decide you no longer wish to attend Okanagan College before, during or after your first semester, the deposit is non-refundable and non-transferable.

## **Refunds**

All refunds are issued to the student on the account regardless of who made the payment.

Refunds are issued to the country of origin of the payment even if the student is now in Canada.

## **Fees excluded from Refunds**

Some fees are excluded from refunds including but not limited to: application fee, housing application fee, homestay placement fee, transfer credit fees, medical insurance payments.

By accepting your offer of admission and paying your deposit, you agree that all terms of the agreement are legal and binding, and agree to the College's decision and interpretation of these terms. Additionally, you authorize Okanagan College to inform Immigration, Refugees and Citizenship Canada (IRCC) and/or Canada Border Services Agency (CBSA) of any information it deems to be important to maintain the integrity of the Canadian Study Permit Program.