

FEE ADJUSTMENTS POLICY

Responsibility of	Registrar
Approved by	Office of the Vice-President Academic
Revision History	June 9, 1995; June 21, 2003; November 8, 2006 (Effective January 1, 2007)
Next Review	Annual

POLICY OVERVIEW

This policy outlines the process involved for undergraduate and graduate fee adjustments.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all undergraduate and graduate fee adjustments for on- and off- campus students.

POLICY STATEMENT

Students who withdraw or are required to discontinue from Briercrest College within the first ten days of a semester forfeit their Confirmation Deposit and will be charged an additional \$150. The balance of all fees and tuition will be refunded.

PROCEDURES

Undergraduate

After 10 days, tuition will be refunded as follows:

- Up to September 30th (Winter semester, January 31) – 50% refund.
- Up to October 15 (Winter semester, February 15) – 25% refund.

After October 15 (Winter semester February 15) – no refund.

- After 10 days, room charges will be refunded as follows:

- Up to September 30th (Winter semester, January 31) – 50% refund.
- Up to October 15 (Winter semester, February 15) – 25% refund.
- After October 15 (Winter semester February 15) – no refund.

After 10 days, board will be refunded at the rate of 80% of the remaining amount for the semester.

No refunds will be given if a student withdraws in the final month of the semester. Contact the Student Financial Adviser in Academic Services for further details.

Graduate

Students wishing to withdraw from a course in the first day of a modular will receive a 50% tuition refund and a W (Withdrawal) on their transcript. Students withdrawing after that point but during the week will receive no refund and a WF (Withdraw Fail) on their transcript. Students who withdraw after the modular week will fail the course and receive no tuition refund.

Students taking semester-based courses can withdraw with a full tuition refund and have the course removed from their record until the end of the college/seminary add/drop period. After this period, no refund is possible. If a course is dropped after the add/drop deadline, a grade of WP will be assigned until the mid-point of the semester after which a grade of WF will be assigned.

APPENDIX A

Related Forms/Policies	Student Development – Policy Reference Guide – page 5-6 http://www.briercrest.ca/media/638517/Policy%20Reference%20Guide%202013-2014%20Draft%20edited%20by%20LM.pdf
Where is this policy published	Student Finance Payment Information Webpage (Undergraduate) Student Finance Payment Policy (Graduate)
Contact Information	Registrar

