

# 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 30<sup>th</sup> (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 30<sup>th</sup> (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 <a href="http://www.briercrest.ca/media/638517/Policy%20Reference%20Guide%202013-2014%20Draft%20edited%20by%20LM.pdf">http://www.briercrest.ca/media/638517/Policy%20Reference%20Guide%202013-2014%20Draft%20edited%20by%20LM.pdf</a>
Where is this policy published	Student Finance Payment Information Webpage (Undergraduate) Student Finance Payment Policy (Graduate)
Contact Information	Registrar