

Royal Roads University Policy

Effective Date:

August 31, 1995

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July 21, 2014

Category:

Financial

Refund of Tuition

A student may withdraw from a course or a program in progress by notifying the Registrar's Office in writing. The date of the withdrawal is the date the written notification is received. A portion of the tuition paid may be refunded if a student withdraws from a course or a program prior to completion. The minimum amount retained in any case for each term or quarter is the amount equivalent to the tuition deposit. The total tuition will be reassessed on a pro rata basis. Unless otherwise stated in materials provided to students, tuition refunds will generally be granted as follows:

- Courses which have ended (even if the student has received an IP or EG grade): no refund.
- Courses that have not started: 100 percent tuition refund, subject to the minimum retained amount described above.
- Courses that are in progress, according to the proportion of course completed as follows:
 - 1/12 of course: 100 percent tuition refund, subject to retention of the minimum amount described above
 - 1/6 of course: 2/3 tuition refund
 - 1/4 of course: 1/3 tuition refund
 - over 1/4 of course: no refund.

Please note that all programs and certificates are not necessarily subject to the above refund calculation. Please contact the Student Accounts Department for a complete assessment of a refund.

If a student takes a leave of absence during a major project and later withdraws, the effective refund date will be equal to the withdrawal date.

For Continuing Education Courses the minimum amount retained is equal to the handling fee. (For a listing of current rates see [Tuition Fees](#) [1].) Refunds will normally take four weeks to be processed.

Refund of Tuition Deposit

The tuition deposit is refundable upon written request only under the following circumstances:

- six months or more before the start of the program: 100 percent refund less a handling fee
- six weeks or more before the start of the program: 50 percent refund
- There is no refund of the tuition deposit for cancellations received less than six weeks prior to the start of the program.
- **Waitlisted Students:** If a student is on a waitlist and is unable to secure a seat, the tuition deposit is fully refundable. If the student opts to accept a seat in the next available intake, the tuition deposit will remain on the student's account and will be subject to the tuition refund policy described above.
- Students may request a one-time, one-year deferral of admission. **Upon deferral of admission, the tuition deposit becomes non-refundable.**
- **Denied study permit.** The tuition deposit is fully refundable less a handling fee if a study permit is denied. The student will be required to provide RRU with the letter of rejection issued by Citizenship and Immigration Canada, prior to the start date of the program, verifying the denial of the study permit in order for the refund to be issued.

Tuition and Fee Refunds due to Medical Conditions

Students who are not able to participate in current course(s) due to medical condition(s) may be eligible for separate consideration. Students must submit appropriate medical documentation to the Coordinator, Accessibility Services. It is the student's responsibility to disclose medical information in a timely manner.

Other fees

All students enrolled in undergraduate or graduate programs at the university are charged a fee to provide access to health and fitness services, counselling, career advising and other social and personal services. All ancillary fees including the Student Services Fee are non-refundable. There may be additional charges for participation in intramurals, clubs, and other recreational activities, as well as for third-party services, such as extended health benefits. Consult the [list of ancillary fees](#) [2] and their current rates.

**Please note all tuition and fees are subject to change.*

Source URL (modified on 06/15/2015 - 10:16): <http://policies.royalroads.ca/policies/refund-policy>

Links

[1] <http://www.royalroads.ca/finances/tuition-fees>

[2] <http://www.royalroads.ca/prospective-students/ancillary-fees>