



VCC International Student Refund Guidelines

Refund Eligibility Criteria

Refund eligibility varies by programs, and amounts are calculated based on the date written notification of withdrawal and the [Refund Request Form](#) is received by [VCC International Education Office](#). The number of business days required for notification deadlines are based on the official working days as designated by the College and/or department, excluding statutory holidays, Christmas holidays and unscheduled closures.

1. Full-Time Cohort Programs and Courses

Written Notification Deadline	Percentage of Tuition Eligible for Refund	Student Fees Eligible for Refund
Prior to the start date of the program	100% of tuition paid, less the following deductions*: <ul style="list-style-type: none"> • Administrative Fee • Non-Refundable portion of the Tuition Deposit 	100% of Student Fees: College Initiative Fees, Materials Fees, Laundry Fees, Campus Resource Fees, U-Pass Fees (non-activated months only), SUVCC Health and Dental Insurance Fees
1 st to 5 th business day of the program	50% of tuition paid, less the following deductions*: <ul style="list-style-type: none"> • Administrative Fee • Non-Refundable portion of the Tuition Deposit 	100% of U-Pass Fees (non-activated months only)
After the 5 th business day of the program	No refund	100% of U-Pass Fees (non-activated months only)

2. Fashion Design and Production Diploma, Early Childhood Care Education Diploma, Network Technology Administration and Security Post-Degree Diploma and Network Security Advanced Certificate

Written Notification Deadline	Percentage of Tuition Eligible for Refund	Student Fees Eligible for Refund
3 business days prior to the start of the program	100% of tuition paid, less the following deductions*: <ul style="list-style-type: none"> • Administrative Fee • Non-Refundable portion of the Tuition Deposit 	100% of Student Fees: College Initiative Fees, Materials Fees, Laundry Fees, Campus Resource Fees, U-Pass Fees (non-activated months only), SUVCC Health and Dental Insurance Fees
2 or fewer business days before the start of the program	<ul style="list-style-type: none"> • No refund 	100% of U-Pass Fees (non-activated months only)



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3. Continuing Studies and School of Instructor Education

Contact these registration areas for their refund policy.

4. Deductions*

All refund requests are subject to deductions of the non-refundable portion of the tuition deposit and Administrative fee.

- Administrative Fee: \$250
- Non-Refundable portion of the Tuition Deposit:
 - \$6,500 for Combined programs (\$5,000 for the first program, and \$1,500 for the second program) - Baking & Pastry Dual Certificates and Cosmetology Diploma
 - \$5,000 for all other programs
- The non-refundable portion of the tuition deposit is non-transferable. Students applying to a different program will be subject to the non-refundable portion of the tuition deposit for the initially admitted program.

How to Submit a Written Refund Notification Request

All refund requests must be made in writing. Submit the completed [Refund Request Form](#) and the supporting documents to leadmissions@vcc.ca. Refunds are calculated based on the date written notification of withdrawal and the [Refund Request Form](#) is received by [VCC International Education Office](#). All refunds are subject to an Administrative fee. Check our website for more information about the [withdrawal process](#) and view the approximate [refund processing time](#).

Please refer to Education Support Policies D.3.4 on www.vcc.ca for the [Tuition and Fee Refund Policy](#) and [Tuition and Fee Refund Policy Procedures](#).

Study Permit Denials

For international students who are denied a study permit by Immigration, Refugees and Citizenship Canada (IRCC), full refunds (less Administrative fee) will be issued upon receipt of the following documents a minimum of one month prior to the program start date at leadmissions@vcc.ca:

1. A completed [VCC International Education Refund Request Form](#)
2. A copy of the letter from Immigration, Refugees & Citizenship Canada (IRCC)



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Deferral of Admission

[Admission deferrals](#) are granted at the discretion of the Director of International Education and only in highly extenuating cases and on a restricted basis.

Requirements for admission deferral consideration:

A written request by way of email directly from the email account indicated on the original application form outlining the need for a deferral and detailed activities planned during that time must be received by the [International Education Department](#) a minimum six weeks prior to the program start.

Deferred admission is subject to availability of the program and may be granted to a maximum of one year. Any change in study status may be updated with Immigration, Refugees & Citizenship Canada (IRCC) as per the requirements of the International Student Program.