

Learner Accounts Policy Regarding Cancellations and Refunds

FEE SCHEDULE			
CAREER CERTIFICATES AND DIPLOMAS, UPGRADING, INTERNATIONAL ELL			
Fall 2016		Spring 2017	
Mandatory New Student Orientation		Mandatory New Student Orientation	
Certificate/Diploma Programs: August 25		Certificate/Diploma Programs: April 27	
International ELL: August 26		International ELL: May 1	
<ul style="list-style-type: none"> Study Permit Submission deadline is August 16, 2016 College is closed Dec 23-Jan 1, 2017 		<ul style="list-style-type: none"> Study Permit Submission deadline is April 19, 2017 	
Jul 08	International Application Deadline	Mar 10	International Application Deadline
Aug 29	Fee Deadline	May 02	Fee Deadline
Sep 09	Drop Deadline	May 12	Drop Deadline
Oct 21	Withdrawal Deadline	Jun 26	Withdrawal Deadline
Winter 2017		Fall 2017	
Mandatory New Student Orientation		Mandatory New Student Orientation	
Certificate/Diploma Programs: January 3		Certificate/Diploma Programs: TBD	
International ELL: January 4		International ELL: TBD	
<ul style="list-style-type: none"> Study Permit Submission deadline is Dec 14, 2016 		<ul style="list-style-type: none"> Study Permit Submission deadline is August 15, 2017 College is closed Dec 23-Jan 1, 2018 	
Nov 04	International Application Deadline	Jul 08	International Application Deadline
Jan 04	Fee Deadline	Aug 29	Fee Deadline
Jan 16	Drop Deadline	Sep 11	Drop Deadline
Feb 27	Withdrawal Deadline	Oct 23	Withdrawal Deadline
Dates are subject to change. You can verify updated information at:			
www.bowvalleycollege.ca/ImportantDates			
international.bowvalleycollege.ca/ImportantDates			

REFUND INFORMATION

To request a refund, please contact the International Education Department via e-mail at international@bowvalleycollege.ca. Any courses cancelled by Bow Valley College will result in 100% refund of tuition and fees; the application fee is non-refundable. For refund requests due to visa denials please refer to page 2 for details.

IMPORTANT: All funds are in Canadian dollars. The college does not assume responsibility for the impact of foreign currency exchange, bank fees or related matters outside our control.

NON-REFUNDABLE AND NON-TRANSFERABLE FEES

Application Fee: \$130

Confirmation Fee (International Students): \$1500

OTHER LEARNER FEES

MANDATORY FEES PER SEMESTER TERM	CERTIFICATE & DIPLOMA PROGRAMS	INTERNATIONAL ENGLISH LANGUAGE LEARNING	UPGRADING
Materials Fee	\$45 to \$85*	\$60	\$90
Student Services Fee	\$50	\$50	\$50
Full Time Student Association Fee	\$52	\$52	\$52
Student Health & Dental Plan (Health Care Aide Certificate is not eligible)	\$135	\$244	n/a

*Varies by program; visit <http://www.bowvalleycollege.ca/fees.html> for a listing of specific materials fees by program.

International Application Deadline: Deadline by which all international students must submit a **complete** application package for any certificate, diploma, full-time International English Language Learning or upgrading program which will commence for the next intake date.

Applicants who are currently in Canada and hold a valid study permit for at least the first term of study may have the opportunity to submit a complete application package after the deadline. (This will be considered on a case by case basis, dependent on internal processing timelines and seat availability).

Fee Deadline: Payment for all tuition and mandatory fees is due.

Drop Deadline: Last day to cancel/withdraw from courses/programs and be eligible for a 100% tuition refund including the materials, student services and health and dental fees. The confirmation and the student association fees will not be refunded. After the drop deadline no refund of tuition or fees is applicable.

Withdrawal Deadline: Last day to withdraw from a course in the term with a “W” grade. Withdrawals after this date will result in a “WF” grade; no refund will be given for any tuition or mandatory fees.

To withdraw from a course/program an e-mail must be sent to international@bowvalleycollege.ca with the name of the program, the start date, the full legal name of the student, the BVC ID number and the reason for the withdrawal. Students enrolled in a certificate or diploma program must also drop their courses through their mybvc course registration prior to the drop deadline. Failure to attend classes does not constitute a withdrawal.

VISA DENIALS

To be considered for a refund due to a visa denial contact the International Education Office by e-mail at international@bowvalleycollege.ca **before the program start date**, with a copy of the visa denial letter issued by a Canadian Embassy or Consulate for that specific term/offering. A 100% refund of tuition and fees will be assessed including the non-refundable confirmation fee; **applicants are not eligible to adjust their start date.**

Requests received after the start of a term/offering due to visa denial will be assessed a refund according to the date of notice of withdrawal and subject to Bow Valley College’s Learner Accounts Policy. A copy of the visa denial letter issued by a Canadian Embassy or Consulate for that specific term/offering must be presented.

A copy of the visa denial letter issued by a Canadian Embassy or Consulate for the specific term/offering is required at all times. Requests made without proof of visa denial will be assessed under the regular terms according to their date of cancellation or withdrawal.

STUDY PERMIT SUBMISSION

It is a mandatory requirement of all international students to provide a copy of their valid study permit to the International Education Department as soon as possible: no later than **ten college business days prior to the first day of your program – failure to do so will result in the loss of seat in the program and the confirmation fee**. It is the responsibility of the student to ensure adequate timelines are adhered to when applying for a study permit or other valid Canadian temporary resident permit. Citizenship and Immigration Canada provides minimum processing timeline guidelines on their website.

It is important to notify the International Education Department before the study permit submission deadline if there will be a possible delay in obtaining a study permit and include supporting documents. Students who commence studies at Bow Valley College without a valid study permit will be removed from classes and will be assessed a refund according to their date of withdrawal.

OUTSTANDING FEES/ACCOUNTS

Unpaid or outstanding fees may result in program/course withdrawal and denial of future registration, as well as denial of access to transcripts, certificates and other services.

An Overdue Notice to pay outstanding fees will be sent to student's mybvc e-mail account once the Fee Deadline has passed. Fee deferrals are not guaranteed but extenuating circumstances will be considered by contacting the Assistant Registrar, Records and Registration.

If payment is not received by the date indicated on the Overdue Notice, the student will be suspended from class. Re-admittance to class will not be permitted until payment is received by the Office of the Registrar. If fees are not paid once a student is suspended they will be withdrawn from the program of studies. Future registration will be denied.

At the point of withdrawal, if the outstanding tuition/fees are paid, the student may apply for permission to be re-instated. Re-instatement is not guaranteed.

Any fees that remain outstanding on a student's account will be sent to collections.

**Bow Valley College Withdrawal, Cancellation, and Refund Policy can be found in the current
Bow Valley College Course Guide and on the Bow Valley College website
www.bowvalleycollege.ca/refunds**