

## POLICY

If the College cancels a course or program, fees will be refunded in full. Otherwise, students must follow the Yukon College withdrawal procedure in order to be eligible for a refund. The date of official withdrawal is the date used for refund calculation, not the date on which the student discontinues attending classes.

- Refunds are not immediate. Refund cheques are mailed within a week to 10 days following official withdrawal.
- Refunds are normally issued directly to the student. In the case of a third party authorized invoicing by purchase order or sponsor letter, the sponsor will be refunded.
- Any debts owed to the college will be deducted from the amount to be refunded.
- Exceptions to this policy may be made for compassionate reasons, by application to the Registrar.

## BOARD GOVERNING POLICIES

Yukon College Administrative Policies will not conflict with Board Policies. Administrative policies provide the parameters within which the Board Policies are to be implemented.

## GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Collective Agreement between Yukon College and the Public Service Alliance of Canada  
College Act

## PROCEDURES

### CREDIT COURSES

Withdrawal prior to course start date	Full refund
Within the first week of classes	Full Refund
Within the second week of classes	Refund 80% of tuition fees
Within the third week of classes	Refund 50% of tuition fees
After the third week	No refund



**SS-09 TUITION REFUND POLICY  
STUDENT SERVICES**

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**FULL TIME PROGRAMS**

Withdrawal prior to program start date	Full refund
Within the first week of classes	Full refund
Within the second week of classes	Refund 80% of tuition fees
Within the third week of classes	Refund 50% of tuition fees
After the third week	No refund

**NON-CREDIT COURSES**

Withdrawal prior to course start date	Full refund
After classes begin	No refund

**FORMS**

Course Change Form

**AUTHORIZATION**

Approved by President \_\_\_\_\_ (signature)

On \_\_\_\_\_ (date).