

Policy Title: Tuition Refund
Policy Approver: President's Office
Policy Holder: Office of the Registrar
Category: Operational
Original Date: October 1990
Last Revised: January 2008
Next Review: January 2010

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 4th day of January, 2008.

January 4, 2008

President, Yukon College

Date

1. Purpose of Policy

If the University cancels a course or program, fees will be refunded in full. Otherwise, students must follow the Yukon University 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 case of a third party authorized invoicing by purchase order or sponsor letter, the sponsor will be refunded.
- Any debts owed to the University will be deducted from the amount to be refunded.
- Exceptions to this policy may be made for compassionate reasons, by application to the registrar.

2. Governing Legislation and Relevant Documents

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

University Act

Collective agreement between Yukon University and the Public Service Alliance of Canada

3. Procedures

CREDIT COURSES

Withdrawal prior to course	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

FULL TIME PROGRAMS

Withdrawal prior to program start date	Full refund
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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

4. Other Related and/or Accompanying Documents

Course Change Form