

Policy Title: Tuition Refund

Policy Approver: President
Policy Holder: Vice President Academic and Provost
Executive Lead: Office of the Registrar
Category: Operational
Original Date: October 1990
Last Revised: October 2021
Next Review: October 2023

Policy Statement

YukonU values a positive financial relationship between the university and students. Tuition refunds play an important role in supporting students who are no longer able to continue with their studies. This purpose of this policy is to ensure that the tuition refund rules support students and the operations of the university. The scope of this policy applies to tuition only and does not include ancillary fees.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon University this policy is hereby deemed in effect the 22 day of October, 2021.



President, Yukon University

August 27, 2025

Date

1. Purpose of Policy

If a course or program is cancelled by the university, students will be refunded in full for the corresponding tuition and ancillary fees. In all other cases, students must follow the Yukon University withdrawal procedure, to be eligible for a potential refund. The date recognized as the date of official withdrawal is the date that a student officially withdraws, either through the online system or through the Office of the Registrar, from their course(s) and will be the date used to calculate the refund. The date on which the student discontinues attending classes is not considered the official withdrawal date.

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. Scope

4.1 New International Students

CREDIT COURSES

Tuition deposit

Refunds for remaining tuition deposits, minus a processing fee, after the completed first term of study, may be considered when a Request for Refund is made to the Office of the Registrar.

4.2 Domestic and Continuing International Students

CREDIT COURSES/FULL TIME PROGRAMS

| | |
|---|-------------|
| Withdrawal up to the end of the last day to add or change courses | 100% refund |
| After the last day to add or change courses | No Refund |
| Tuition deposits for domestic students for high demand programs | No Refund |

| | |
|--|-------------|
| Withdrawal 7 days prior to course start date | Full Refund |
| After 7 days | No Refund |

- Refunds are not immediate. Refund cheques are mailed on a two-week cycle. Requests will be processed following official withdrawal; and
- 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; and
- Any debts owed to the University will be deducted from the amount to be refunded; and
- Exceptions to this policy may be made for compassionate reasons, by application to the Registrar (Academic Regulations 2.10).

- **Tuition:** A sum of money charged for instruction by the university.
- **Tuition Deposit:** A sum of money paid by the student and held by the university to cover a portion of tuition that has not yet come due.
- **Refund:** A sum of money given back.

- Tuition refunds are accessible to all students in a fair and equitable manner; and

- Tuition refunds are processed in a timely manner.

6. Other Related and/or Accompanying Documents

Tuition Refund Procedures (ST 9.1)

Academic Regulations and Procedures.

Request for Refund form.

7. Document History

| <i>Date</i> | <i>Update</i> |
|--------------|---|
| October 2021 | Revision |
| August 2025 | Non-substantive change to add Procedures to Related Documents section |
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ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Tuition Refund Policy

Number: ST 9.0

Submitted by: Kara Mott

List those consulted with in preparation of this policy:

| Name | Department | Date |
|--|---------------------------|-----------------|
| Maureen Caron and Sheila Silva | Finance | January - April |
| Terri Wright and Yoshie Kumagae and Christine Borgford | Office of the Registrar | January - April |
| Jenilee Cook | First Nations Initiatives | January - April |
| PACFNI | First Nations Initiatives | upcoming |
| | | |

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

| Body | Communication Planned? | Completed? | Comments |
|--------------------------------|-------------------------------|-------------------|-----------------|
| SEC | Yes | No | For feedback |
| Student Union | Yes | No | For feedback |
| Employee's Union | Yes | No | For information |
| Occupational Health and Safety | | | Not applicable |
| Senate | Yes | No | For information |
| Board or a Board subcommittee | Yes | No | For information |
| Other | | | |
| SEC for Final Review | [Month] [Year] | | |