

## Tuition Refund Policy

*The Refund Policy may be amended by SIE from time to time in its sole discretion and any amendments are effective when posted.*

**All refund requests must be submitted using our [REFUND REQUEST FORM](#). Relevant supporting documentation must be uploaded in the form. E-mail submissions, telephone calls or other refund requests will not be accepted.**

The withdrawal of a student causes the program and school district to incur loss of expenses associated with the student's placement and intended provision of the international student program. SIE reserves the right to limit the refunded fees to offset its own losses and expenditures arising from a student's withdrawal.

### **CHANGES IN LEGAL STATUS**

*Legal status changes include:*

- The student and/or parent(s) obtaining Permanent Resident or Refugee status;*
- The student's parent(s) securing a Work Permit or Study Permit.*

- If a change in legal status occurs prior to or on September 30, a full refund of tuition will be provided less any fee paid to an agent and less the \$3,000 non-refundable deposit. **Proof of a change in legal status must be presented on or before September 30th of the school year for which the refund is being requested.**
- **NO REFUND** will be issued to students whose parent(s) have a change in legal status after September 30.

### **WITHDRAWAL**

- Students who are not granted a study permit/visa by Immigration, Refugees and Citizenship Canada (IRCC) will receive a full refund of tuition fees less any fee paid to an agent and less a \$500 administration fee. **IRCC documentation must be provided with the refund request. Refunds of this nature must be requested within 30 days of receipt of refusal.**
- Students who withdraw from SIE prior to their program start will receive a full refund of tuition less any fee paid to an agent and less the \$3,000 non-refundable deposit. **Written notice must be provided before September 1 (Semester 1 or full year program) or February 1 (Semester 2 program) of the given school year.**
- **NO REFUND** will be issued to students who withdraw from SIE after the program start date.

- **NO REFUND** will be issued to students who choose to leave Saskatoon Public Schools to attend a school in another district.

### **EXTENUATING CIRCUMSTANCES**

*Pro-rated refunds may be granted at the discretion of Saskatoon International Education if one of the following conditions apply:*

- There is a death or serious illness of an immediate family member that requires the student to return home. **Proof in the form of documentation is required.**
- The student experiences a serious illness that requires a return home. **Proof in the form of documentation is required.**
- The study permit is not renewed by Immigration, Refugees and Citizenship Canada (IRCC) during the school year. **Proof in the form of documentation is required.**
- Another exceptional or extenuating circumstance deemed applicable by the Director of Saskatoon International Education.

### **DISMISSAL**

- **NO REFUND** will be granted to students who are dismissed from the program due to a breach of the law, policy or regulations as determined by the Government of Canada, the Government of Saskatchewan, and/or Saskatoon Public Schools.
- **NO REFUND** will be granted to students whose study permit is revoked by IRCC for just cause.

### **ADDITIONAL TERMS & CONDITIONS**

In addition, Saskatoon International Education is not liable for losses/expenses incurred from the school division being unable to provide education due to labour disputes, inclement weather conditions or other causes beyond its control.

### **INSURANCE**

Refunds on insurance will be determined on a case-by-case basis.