



APPENDIX D Refund Policy Application and Tuition Fees (revised September 2024)

In the event that a student does not come to Canada or decides not to attend or to leave the Sudbury Catholic District School Board's International Programs, I agree that the following terms will apply:

a. the application fee is non-refundable in any circumstances;

b. for students in their first year of participation in the International Programs, the following will apply:

i. the full tuition fee, less the application fee and less a \$500 administration fee, will be refunded upon receipt of satisfactory evidence that the Study Permit was not approved by Citizenship and Immigration Canada (CIC).

A written refund request must be submitted and signed by the parent which includes the name and address of the recipient and the banking information needed for the refund (name and address of bank, swift/BIC code). Sudbury Catholic District School Board, 165A D'Youville Street, Sudbury Ontario, Canada P3C 5E7 www.cometostudy.ca
T: 705.673.5620 x 239 cometostudy@sudburycatholicschools.ca

ii. seventy percent (70%) of the tuition fee, less the application fee, will be refunded if the student withdraws prior to commencement of program; unless as stated above

iii. fifty percent (50%) of the tuition fee, less the application fee, will be refunded if the student withdraws within 30 calendar days of commencing the program; and

iv. no refund will be granted, for any reason, if the student withdraws after 30 calendar days of commencing the program.

c. if a student indicates they will be returning to the Sudbury Catholic DSB International Programs for a second or subsequent year and withdraws prior to commencing the second or subsequent year, the following will apply:

i. 50% of the annual tuition fee will be refunded if they withdraw from the program prior to June 15 of the year in which the second or subsequent year of studies is to commence;

ii. no refund will be provided for any withdrawal after June 15 of the year in which the second or subsequent year of studies is to commence.

d. no refund will be provided if a student is dismissed from the program because of a violation of this Agreement.

e. In certain circumstances an international fee paying student may become eligible to become a non-fee paying student upon their parent or guardian becoming ordinarily resident in Ontario or if the parent now has a valid study or work permit.

A student may only change their status from fee-paying to non-fee paying before September 30 of the applicable school year.

No refund of tuition will be provided to any student whose status changes after September 30th of the applicable school year for semester 1 (September to January).

No refund of tuition will be provided to any student whose status changes after February 28th of the applicable school year for semester 2 (February to June).

The application fee and a \$1,000 administration fee for changes in status will be non-refundable.