

**TITLE:** REFUND FOR CREDIT REGISTRATION POLICY

**APPROVED:** January 2001

**REVIEWED:** February 2004  
November 22, 2006  
June 2, 2008  
December 8, 2008

**NEXT REVIEW:** 2011-2012

**RESPONSIBILITY:** Dean, Student Experience

**APPENDICES:**

**CROSS-REFERENCE:** Academic Schedule

**POLICY STATEMENT:**

The Refund Policy for Credit Registration is established to clearly define and state the conditions under which a student is eligible for a refund in a credit course.

**PURPOSE:**

The Refund Policy for Credit Registration is established to clearly define and state the conditions under which a student is eligible for a refund in a credit course.

**SCOPE:**

This policy applies to students enrolled in credit registrations with Grande Prairie Regional College

**DEFINITIONS:**

**Credit registration** is a registration that results in an academic transcript record for a student.

**Dropped registration** is a cancelled registration where no record of registration appears on a student's transcript.

**Withdrawn registration** is a cancelled registration where a record and grade appear on a student's transcript.

**PROCEDURE/GUIDELINES:**

1. The College will establish tuition refund deadlines for credit registrations.
  - 1.1 Tuition refund deadlines will be published annually in the College Calendar.
  - 1.2 The deadlines for students to drop credit registrations that have non-standard start dates will be determined by the Registrar's Office.
2. Refund assessments will be based on the date on which the student's written notice is received by the Registrar's Office and will be prorated according to the refund schedule.
3. Refunds Schedule
  - 3.1. Students who fail to pay confirmation deposits according to College requirements will have their registrations dropped and all fees owing for those registrations will be cancelled.
  - 3.2. Students who fail to confirm their registrations according to College requirements will have their registrations dropped and all fees owing for those registrations will be cancelled.
  - 3.3 Students who cancel their credit registrations by the last day to drop courses as declared in the Academic Schedule will receive a 100% refund less an administrative fee equal to the non-refundable confirmation deposit.
    - 3.3.1 Students dropping courses after the declared drop dates will be assessed full fees for those courses.
  - 3.4 Students may drop a spring/summer session course by the end of the business day on the second day of classes. If students do so, they will not be held responsible for a grade in the course or for any fees owing for the course. If students drop after the second day of classes, they will be charged all fees for the course.
4. Wherein the college has a contract with an outside agency that agrees to cover a student's tuition and fees the terms and conditions dealing with refunds may differ from college policy.
5. Any students terminated for disciplinary reasons shall be ineligible for a refund of fees.