

## UNBC International Admissions Deposit Refund Policy

To accept an offer of admission, international students are required to pay a non-refundable International Tuition Deposit of \$1,500.

- 1) The International Tuition Deposit is only refundable (minus a \$150 processing fee) in cases where a student withdraws due to study permit refusal.
  - a. Students must first notify the appropriate admissions team that they are withdrawing their admission to UNBC.
  - b. IRCC refusal letter must be dated after the date of the most recent application/deferred or re-application to UNBC to receive a refund.
  - c. The refund request must be sent to [internationalrefunds@unbc.ca](mailto:internationalrefunds@unbc.ca) and proof of study permit denial must be submitted with the request, or it will not be accepted.
  - d. UNBC reserves the right to request additional information and verify information and documents with the IRCC as required.
  - e. Refunds are processed in the order they are received; incomplete refund requests will not be considered.
- 2) All refunds are sent back to the original location where they came from.
- 3) It is the student's responsibility to login to their student account and withdraw from courses before the start of the semester if they are not attending. Tuition paid beyond the International Tuition Deposit is 100% refundable if students have withdrawn from courses and by the required deadline.
- 4) Students that have applied to stay in housing should review the housing regulations and refund policies. It is the student's responsibility to meet housing deadlines and contact housing directly if they are not attending ([housing@unbc.ca](mailto:housing@unbc.ca)). Housing charges and deposits have their own refund policy and are not covered under this policy.
- 5) Refunds due to exceptional circumstances may be considered. Students should submit their request including any relevant documentation by the add/drop date of the students intended starting semester.
- 6) If a student defers admission by the required deadline, their deposit will be transferred to the requested intake. If students are unable or ineligible to defer by the required deadline, they must submit a new application. If a student does not register or begin classes within one calendar year of their original start date, their deposit will be forfeited. Please see the UNBC [website](#) for more information about submitting a deferral.

- 7) UNBC will not issue refunds if a study permit application is still in progress. In cases where students have not received their study permit decision students must notify UNBC before their start date and begin the process of deferring or re-applying.
- 8) Students are required to inform UNBC of their arrival date on campus. If students fail to notify UNBC, do not arrive on campus by the first week of the semester and have not paid the full-tuition for the starting semester they may be withdrawn from courses.
- 9) Tuition and Fees are fees are subject to change. Students are responsible for checking with UNBC for any changes close to the start of classes.