



International Refund Checklist

Students who have been admitted to Loyalist College and who have received a Study Permit are expected to register and attend classes in the program to which they were admitted and complete the semester for which they have paid tuition.

However, the College recognizes that there are some unforeseen circumstances in which a student may be allowed to withdraw and leave Loyalist College and receive a refund of their tuition fees. International students who withdraw give up their admission and status as students at Loyalist College. Information about students who withdraw will be reported to Citizenship and Immigration Canada. A student who withdraws and who later wishes to return to Loyalist College must re-apply for admission.

Withdrawal and Refund Process:

When possible, students should request a deferral to the next available intake.

Refunds must be initiated by Day 10 of the semester as indicated on the Academic Schedule.

No exceptions will be made for students who register or apply late.

Fees must be refunded to the home country and cannot be refunded to other post-secondary institutions or directly to the student.

Students are responsible for notifying Canada Immigration of any DLI change.

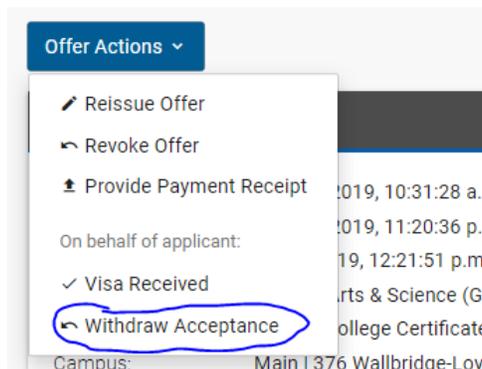
Refunds take approximately six weeks from date of processing at the College for funds to arrive as requested. Funds may take longer depending on the activity at the College or depending on the country to which funds are returned.

STEP 1: Fill out a refund form

You or your agent must fill out our current refund application.

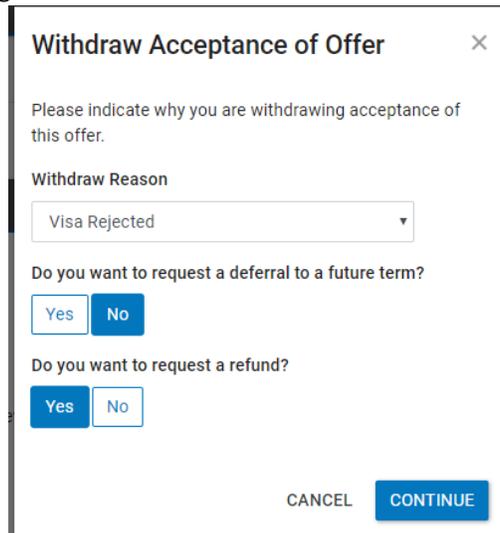
STEP 2: Withdraw your acceptance

To withdraw your acceptance, you or your agent must log in to the IAS portal, go on your Loyalist College offer and under Offer action select “**Withdraw Acceptance**” as highlighted below.



❑ STEP 3: Request a refund on the portal.

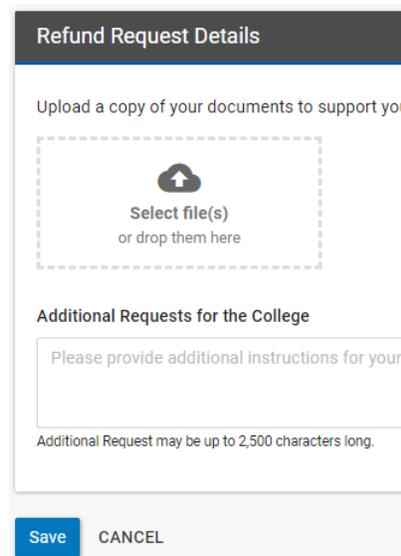
Once you withdraw the acceptance, a window will pop up please enter the reason for withdrawal. Select **No** to a deferral and **Yes** for a refund as highlighted below.



The screenshot shows a dialog box titled "Withdraw Acceptance of Offer" with a close button (X) in the top right corner. The text inside reads: "Please indicate why you are withdrawing acceptance of this offer." Below this is a "Withdraw Reason" dropdown menu with "Visa Rejected" selected. The next question is "Do you want to request a deferral to a future term?" with "Yes" and "No" buttons; the "No" button is highlighted in blue. The following question is "Do you want to request a refund?" with "Yes" and "No" buttons; the "Yes" button is highlighted in blue. At the bottom right, there are "CANCEL" and "CONTINUE" buttons, with "CONTINUE" highlighted in blue.

❑ STEP 4: Attach your refund request.

Once you click continue you will get to a refund request details page where you can upload your refund request and any other supporting documents.



The screenshot shows a page titled "Refund Request Details". The main heading is "Upload a copy of your documents to support your". Below this is a dashed box containing an upload icon and the text "Select file(s) or drop them here". Underneath is a section titled "Additional Requests for the College" with a text input field containing the placeholder "Please provide additional instructions for your r". Below the input field is a note: "Additional Request may be up to 2,500 characters long." At the bottom, there are "Save" and "CANCEL" buttons, with "Save" highlighted in blue.

❑ STEP 5: Let us know!

Once step 1-4 have been completed, please send an email to international@loyalistcollege.com with your student ID number to let us know that you have applied for a refund. A member of our team will be in touch.

Questions?

If you require further assistance or have questions, please email: international@loyalistcollege.com