

INTERNATIONAL STUDENT CANCELLATION AND REFUND GUIDEBOOK

IMPORTANT DATES SCHEDULE

APPLIES TO:

Career Certificates, Diplomas, Post-Diplomas, Upgrading & International English Language Learning

SPRING 2022 Mandatory New Student Orientations*		FALL 2022 Mandatory New Student Orientations*	
Certificate/Diploma Programs: May 3 & 4 International ELL: May 4		Certificate/Diploma Programs: Aug 30 & 31 International ELL: Aug 31	
Study Permit Submission Deadline		Study Permit Submission Deadline	
Post-Secondary & ELL: Apr 8, 2022		Post-Secondary & ELL: Jul 29, 2022	
Mar 11	International Application Deadline	Jul 1	International Application Deadline
May	Fee Deadline	Aug 31	Fee Deadline
7th	Start of Term	Sep 6	Start of Term
May 16	Drop Deadline	Sep 12	Drop Deadline
Aug 2	Withdrawal Deadline	Oct 1	Withdrawal Deadline
*Attendance is required for orientation days		*Attendance is required for orientation days	
WINTER 2023 Mandatory New Student Orientations*		SPRING 2023 Mandatory New Student Orientations*	
Certificate/Diploma Programs: Jan 6 & 9 International ELL: Jan 9		Certificate/Diploma Programs: Feb 6 & 7 International ELL: Feb 7	
Study Permit Submission Deadline		Study Permit Submission Deadline	
Post-Secondary & ELL: Nov 25, 2022		Post-Secondary & ELL: Apr 7, 2022	
Oct 29	International Application Deadline	Mar 10	International Application Deadline
Jan 9	Fee Deadline	May	Fee Deadline
Jan 10	Start of Term	May 8	Start of Term
Feb 7	Drop Deadline	Feb 7	Drop Deadline
Feb 10	Withdrawal Deadline	Mar 1	Withdrawal Deadline
*Attendance is required for orientation days		*Attendance is required for orientation days	
*Dates are subject to change. You can verify updated information at: bowvalleycollege.ca/ImportantDates			

REFUND INFORMATION

To request a refund, please contact the International Education Department via e-mail at international@bowvalleycollege.ca. Any courses cancelled by Bow Valley College will result in 100% refund of tuition and fees; the application fee and confirmation deposit are non-refundable. For refund requests due to visa denials please refer to page 3 for details.

IMPORTANT:

All refunds are in Canadian dollars. The college does not assume responsibility for the impact of foreign currency exchange, bank fees or related matters outside our control.

All eligible refundable fees will be issued to the **same credit card with which fees were paid**. Please consider this when using a credit card for payment, this includes if someone is paying on your behalf. If paying with a pre-paid credit card, it is important to keep that card in the case a refund is due. For fees paid through wire transfer, refunds will be issued via wire transfer for applicants outside of Canada and by cheque to any publicly accredited post-secondary institution that you may be attending (within Canada).

NON-REFUNDABLE & NON-TRANSFERABLE FEES

Application Fee: \$140

Confirmation Fee (International Students): \$1500

OTHER LEARNER FEES

Please see bowvalleycollege.ca/fees for tuition and fee information.

**Varies by program; may change without notice, visit bowvalleycollege.ca/fees for the most up-to-date tuition and fee information.*

International Application Deadline	Applicants who are currently in Canada and hold a valid study permit for at least the first term of study may have the opportunity to submit a complete application package after the deadline. (This will be considered on a case-by-case basis, dependent on internal processing timelines and seat availability).
Fee Deadline	Payment for all tuition and mandatory fees is due. Bow Valley College does not provide payment plans or extensions of this deadline.
Drop Deadline	Last day to cancel/withdraw from courses/programs and be eligible for a 100% tuition refund including the materials, and student services fees. Students' Association Fees and Health and Dental Fees are only refundable prior to the start of the program or course. No refunds for these fees are available on or after the start of classes. The confirmation fee will not be refunded. After the drop deadline no refund of tuition or fees is applicable.

Withdrawal Deadline	<p>The withdrawal deadline refers to the last day to withdraw from a course in the term with a "W" grade. Withdrawals after this date will result in an "F" grade. No refund will be given for any tuition or mandatory fees. (See bowvalleycollege.ca/Withdrawals)</p> <p>Failure to attend classes does not constitute a withdrawal. If you wish to cancel your registration in any course that you registered for online, please ensure that you drop your courses via MyBVC prior to the drop deadline. If you will not be attending your program of study, an e-mail must be sent to international@bowvalleycollege.ca with the name of the program, the start date, the full legal name of the student, the BVC ID number and the reason for the withdrawal.</p>
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VISA DENIALS

To be considered for a refund due to a visa denial contact the International Education Office by e-mail to international@bowvalleycollege.ca **no later than the study permit deadline**, with a copy of the visa denial letter issued by a Canadian Embassy or Consulate for that specific term/offering. A 100% refund of tuition and fees will be assessed including the non-refundable confirmation fee; the \$140 application will not be refunded. **Applicants are not eligible to adjust their start date.**

Requests received after the study permit deadline due to visa denial will be assessed a refund according to the date of notice of withdrawal and subject to Bow Valley College's Learner Accounts Policy. A copy of the visa denial letter issued by a Canadian Embassy or Consulate for that specific term/offering must be presented.

Requests made without proof of visa denial will be assessed under the regular terms according to their date of cancellation or withdrawal.

STUDY PERMIT SUBMISSION

It is a **mandatory** requirement of all international students to provide a copy of their valid study permit to the International Education Department as soon as possible: no later than the **Study Permit Submission Deadline** – **failure to do so will result in the loss of a seat in the program and the confirmation fee**. It is the responsibility of the student to ensure adequate timelines are adhered to when applying for a study permit or other valid Canadian temporary resident permit. Citizenship and Immigration Canada provides minimum processing timeline guidelines on their website www.cic.gc.ca.

It is important to notify the International Education Department before the study permit submission deadline if there will be a possible delay in obtaining a study permit. The receipt of the study permit application date and payment issued by the Canadian Visa Processing Office as well as other relevant supporting documentation will be required with any request to be considered for a refund or alternate start date. This will only be granted in exceptional cases and is not guaranteed. Students who commence studies at Bow Valley College without a valid study permit will be removed from classes and will be assessed a refund according to their date of withdrawal.

OUTSTANDING FEES/ACCOUNTS

Please refer to Bow Valley College's Overdue Information for outstanding fees:

<https://bowvalleycollege.ca/student-resources/financial-services/refunds-and-deadlines>.

**Bow Valley College Withdrawal, Cancellation, and Refund Policy can be found in the current
Bow Valley College Course Guide and on the Bow Valley College website**

bowvalleycollege.ca/refunds.