

Refund Policy

Refund of Tuition

A student may withdraw from a course or a program in progress by notifying the Registrar's Office in writing. The date of the withdrawal is the date the written notification is received.

A portion of the tuition paid may be refunded if a student withdraws from a course or a program prior to completion. The minimum amount retained in any case for each term or quarter is the amount equivalent to the tuition deposit.

The total tuition will be reassessed on a pro rata basis. Unless otherwise stated in materials provided to students, tuition refunds will generally be granted as follows:

- Courses which have ended (even if the student has received an IP or EG grade): no refund.
- Courses that have not started: 100 per cent tuition refund, subject to the minimum retained amount described above.
- Courses that are in progress, according to the proportion of course completed as follows:
 - 1/12 of course: 100 per cent tuition refund, subject to retention of the minimum amount described above
 - 1/6 of course: 2/3 tuition refund
 - 1/4 of course: 1/3 tuition refund
 - over 1/4 of course: no refund.

Please note that all programs and certificates are not necessarily subject to the above refund calculation. Please contact student Accounts Department for a complete assessment of a refund.

If a student takes a leave of absence during a major project and later withdraws the effective refund date will be equal to the withdrawal date.

For Continuing Education Courses the minimum amount retained is equal to the handling fee. (For a listing of current fee rates see <http://www.royalroads.ca/finances/tuition-fees/>).

Refunds will normally be processed within four weeks of approval.

Refund of Tuition Deposit

The tuition deposit is refundable on written request only under the following circumstances:

- six months or more before the start of the program, 100 per cent refund less a handling fee.
- six weeks or more before the start of the program, 50 per cent refund
- There is no refund of the tuition deposit for cancellations received less than six weeks prior to the start of the program. However, students may request a one-time, one-year deferral of admission. Upon deferral of admission, the tuition deposit becomes non-refundable.

Other fees

Fees are subject to change without notice. All students enrolled in undergraduate or graduate programs at the university are charged a fee to provide access to health and fitness services, counselling, career advising and other social and personal services. All ancillary fees including the Learner Services Fee are non-

refundable. There may be additional charges for participation in intramurals, clubs, and other recreational activities, as well as for third-party services, such as extended health benefits.

Consult www.royalroads.ca/tuitionandfees for a list of ancillary fees and their current charges.