

International Education Program

Refund Process

(must be acknowledged, signed and dated by the student (if over age 18) and the parent(s))

Refund Process

Please be advised that no refund will be granted once the official YRDSB Letter of Acceptance has been issued, or the program start date has commenced. This includes program withdrawal for any reason unless stated otherwise below:

Study Permit Refusal

In the event of a study permit refusal by IRCC, parent(s) must submit the following documentation within 30 days from the issue date of the original refusal letter from IRCC:

- a written refund request signed by the parent(s)
- a copy of the original letter of refusal received from IRCC

No refund will be issued if the student fails to submit any of the above within 30 days from the issue date of the original refusal letter from IRCC. An administration fee of \$750 will be deducted from each refund request*.

Immigration Status Change

If a student's Canadian immigration status changes prior to the commencement of the program or during the school year, a tuition fee refund may be granted only if all of the Ontario Ministry of Education requirements ([Ontario 2024: SB16](#)) for fee exemption are met.

- The student/parent must notify the YRDSB immediately upon receipt of the official immigration document.
- Parents of international fee-paying students must complete the [IES STATUS CHANGE REQUEST ONLINE FORM](#) to request a documentation verification appointment to change or update the status of their child.

PLEASE NOTE: Refund requests due to an immigration status change will not be considered after October 31 for Semester 1, or March 31 for Semester 2. An administration fee of \$750 will be deducted from each status change refund request.

Non-Refundable

No refunds will be issued in the following circumstances:

- the student or parents did not notify YRDSB regarding their Immigration status changes **before** October 31 for Semester 1, or March 31 for Semester 2
- the student does not arrive before the offer expiry date(s) indicated in the Letter of Acceptance
- the student withdraws for any reason after an official YRDSB Letter of Acceptance is issued
- the study permit is denied by IRCC due to missing documents or incomplete paperwork



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- the student is found in violation of YRDSB policies or the Student Code of Behaviour and is asked to withdraw from school
- false medical information is given and/or pertinent medical conditions are not disclosed
- no partial refund will be issued in the case of late arrival

***Applicable Fees**

A refund administration fee of \$750 will be deducted from each approved refund request.

The application fee is non-refundable in all cases.

The medical insurance fee is non-refundable once the program has commenced. **

** If a student has not used the medical insurance, the student can contact [StudyInsured](#) for refunds to receive a prorated refund for the unused days.

I/We have read, acknowledge and agree to the Refund Process.

Name of Student	Signature of Student (if over age 18)	Date
Name of Primary Parent	Signature of Primary Parent	Date
Name of Parent	Signature of Parent	Date