

Interim International Withdrawal/Refund Guidelines and Procedures

These guidelines and procedures are in effect from February 1, 2024 to January 1, 2026.

This document was developed in response to the IRCC announcements made on January 22, 2024, to specifically address circumstances and situations that International applicants and students may encounter resulting from the study permit application process. Before you apply for a withdrawal/refund, it is important that you review this document carefully.

How to Apply for Withdrawal and Refund

If you want to apply for a refund, you must complete and submit an [International Withdrawal Form](#). The Withdrawal Form must be filled in completely to ensure that the refund is processed. You must submit your withdrawal request by the stipulated deadline in order to be eligible for a fee refund. **Agent submissions will not be processed after you have received your timetable.**

If you receive a Visa Denial for the May 2024, Fall 2024 or Winter 2025 Semesters

Please follow these steps if you are a new student or applicant for the Fall 2024 or Winter 2025 term and have received a **Visa Denial**:

- You (or your registered agent if they applied on your behalf) must complete the [International Withdrawal Form](#) and follow the instructions provided to submit any supporting documentation.
- Upon receipt of all documentation, your withdrawal application will be processed to refund your fees paid for Fall 2024 term and any future terms, if paid, minus a \$250 CAD. administrative charge.
- **NOTE: for May 2024, the administrative fee charge for Visa denial is \$500 CAD.**
- **You must notify the college within 30 days of receiving your Visa Denial.**

If you are withdrawing for any reason other than a Visa Denial and have not been issued a Provincial Attestation Letter from the college

If you accepted an offer of admission and made payment for at least 1 full semester of tuition fees, and did **not** receive a Provincial Attestation Letter from Fleming College to apply for a study permit, you do **not** need to submit a withdrawal request. You will receive a refund automatically within 6 to 8 weeks of **all** tuition fees paid.

If you are withdrawing for any reason other than a Visa Denial and have been issued a Provincial Attestation Letter

If you choose to withdraw from the college for any reason other than a Visa Denial **after receiving a Provincial Attestation Letter**, please follow these steps:

- You (or your registered agent if they applied on your behalf) must complete the [International Withdrawal Form](#) and follow the instructions provided to submit any supporting documentation.
- **You will not receive a refund of any tuition for your 1st semester fees.** Any tuition fees paid for Semester 2 or later semesters will be refunded.

IMPORTANT INFORMATION

Once you have completed a term of study, you will not receive a refund for that term if you receive a Visa Denial at any point in the future.

Your fee refund will be issued in the same manner as the original method of payment regardless of the reason for your withdrawal and to the same person/account who made the initial payment. Example: If you paid via wire transfer, your refund will be issued by wire transfer back to the same account/account holder as the originating payment. Please ensure that you complete the appropriate form for the method of refund.

The student is responsible to ensure that the Office of the Registrar receives all documentation. Failure to do so may delay processing of your withdrawal request submission. You must notify the college within 30 days of receiving your Visa Denial. We will begin processing refunds after the close of the registration period for each term. It can take 6 to 8 weeks to process a refund after this time.

Failure to officially withdraw will negatively reflect on your records.

If you have not received your refund within 90 days once all steps for a refund have been completed and documentation has been submitted, please contact admissions@flemingcollege.ca