

**Policy Title:** Tuition Refund  
Policy Approver: President  
Policy Holder: Vice President Academic and Provost  
Executive Lead: Office of the Registrar  
Category: Operational  
Original Date: October 1990  
Last Revised: October 2021  
Next Review: October 2023

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### Policy Statement

YukonU values a positive financial relationship between the university and students. Tuition refunds play an important role in supporting students who are no longer able to continue with their studies. This purpose of this policy is to ensure that the tuition refund rules support students and the operations of the university. The scope of this policy applies to tuition only and does not include ancillary fees.

### Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon University this policy is hereby deemed in effect the 22 day of October, 2021.



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President, Yukon University

Oct 22, 2021

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Date

## 1. Purpose of Policy

If a course or program is cancelled by the university, students will be refunded in full for the corresponding tuition and ancillary fees. In all other cases, students must follow the Yukon University withdrawal procedure, to be eligible for a potential refund. The date recognized as the date of official withdrawal is the date that a student officially withdraws, either through the online system or through the Office of the Registrar, from their course(s) and will be the date used to calculate the refund. The date on which the student discontinues attending classes is not considered the official withdrawal date.

## 2. Governing Legislation and Relevant Documents

Yukon University Administrative Policies will not conflict with Board Policies. Administrative policies provide the parameters within which the Board Policies are to be implemented.

- University Act
- Collective agreement between Yukon University and the Public Service Alliance of Canada

## 3. Scope

### 4.1 New International Students

#### CREDIT COURSES

Tuition deposit

Refunds for remaining tuition deposits, minus a processing fee, after the completed first term of study, may be considered when a Request for Refund is made to the Office of the Registrar.

### 4.2 Domestic and Continuing International Students

#### CREDIT COURSES/FULL TIME PROGRAMS

Withdrawal up to the end of the last day to add or change courses	100% refund
After the last day to add or change courses	No Refund
Tuition deposits for domestic students for high demand programs	No Refund

### 4.3 NON-CREDIT COURSES

Withdrawal 7 days prior to course start date Full Refund

After 7 days No Refund

This policy applies to all students taking credit courses at Yukon University and all non-credit students taking courses through the Continuing Studies division with Yukon University.

- Refunds are not immediate. Refund cheques are mailed on a two-week cycle. Requests will be processed following official withdrawal; and
- Refunds are normally issued directly to the student. In case of a third party authorized invoicing by purchase order or sponsor letter, the sponsor will be refunded; and
- Any debts owed to the University will be deducted from the amount to be refunded; and
- Exceptions to this policy may be made for compassionate reasons, by application to the Registrar (Academic Regulations 2.10).

## 4. Definitions

- **Tuition:** A sum of money charged for instruction by the university.
- **Tuition Deposit:** A sum of money paid by the student and held by the university to cover a portion of tuition that has not yet come due.
- **Refund:** A sum of money given back.

## 5. Guiding Principles

YukonU values a positive financial relationship between the university and students. The following guiding principles were used in the development of this policy.

- Tuition refunds are accessible to all students in a fair and equitable manner; and

- Tuition refunds are processed in a timely manner.

## 6. Other Related and/or Accompanying Documents

Academic Regulations and Procedures.

Request for Refund form.

## 7. Document History

<i>Date</i>	<i>Update</i>
October 2021	Revision

**ADDENDUM A - POLICY COMMUNICATION CHECKLIST**

Policy Name: Tuition Refund Policy

Number: SS 9.0

Submitted by: Kara Mott

List those consulted with in preparation of this policy:

<b>Name</b>	<b>Department</b>	<b>Date</b>
Maureen Caron and Sheila Silva	Finance	January - April
Terri Wright and Yoshie Kumagae and Christine Borgford	Office of the Registrar	January - April
Jenilee Cook	First Nations Initiatives	January - April
PACFNI	First Nations Initiatives	upcoming

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

<b>Body</b>	<b>Communication Planned?</b>	<b>Completed?</b>	<b>Comments</b>
SEC	Yes	No	For feedback
Student Union	Yes	No	For feedback
Employee's Union	Yes	No	For information
Occupational Health and Safety			Not applicable
Senate	Yes	No	For information
Board or a Board subcommittee	Yes	No	For information
Other			
SEC for Final Review	[Month] [Year]		