



Master in Education International Student Program (MEd ISP) Tuition Installment Plan and Refund Policy 2017-18

Tuition payments are due on the schedule listed below.

Ancillary fees are charged per term.

They are paid separately and cannot be included in this installment plan.

Tuition (2017-18) All courses, including textbooks	\$25,790.00
Deposit already paid:	\$ 5,000.00
Remaining balance:	\$20,790.00
Installments will be billed to your student account with due dates as follows:	
First Term (Summer) Due July 10, 2017	\$1,446.00
Second Term (Fall) Due September 6, 2017	\$6,448.00
Third Term (Winter) Due January 8, 2018	\$6,448.00
Fourth Term (Spring) Due April 2, 2018	\$6,448.00
If you have paid your tuition in full before the installment due dates, it will show as a credit on your account.	
Failed classes that need to be retaken (per class):	\$2,580.00

- 1) Deposit will be refunded to the PAYER, less application fee (CAD \$100.00) if a student is not granted a Student Authorization (Permit) to study in Canada. All requests for these refunds shall be in writing and accompanied by the following documents a copy of the Canadian Embassy letter of rejection and a copy of the deposit receipt.
- 2) Deposit will not be refundable or transferable once you have used our offer to obtain a Student Authorization to study in Canada and if after 90 days before the start date of the program (as indicated on the Offer of Admission). Deposit and offer of admission may be deferred to the next year with approval.
- 3) Deposit will be refunded, less application fee (CAD \$100.00), if requested 90 days or more before the start date of the program (as indicated on the Offer of Admission).
- 4) Tuition fee for the term will not be refundable or transferable after the term's commencement date for any student except in the case of extreme illness that results in the student being unable to remain in Canada to complete his or her studies. Any student suffering from such an illness must provide a doctor's certificate issued by a medical practitioner, duly licensed to practice medicine in the Province of Ontario, confirming the student's illness, and recommending that the student return home.
- 5) Tuition fee for the term will not be refundable or transferable after the term's commencement date if the student is dismissed or voluntarily withdraws from the program. There is no discount for transfer credit.
- 6) There will be no refund for classes that a student has failed or withdrawn from.
- 7) If a student elects to do a Major Research Paper, or otherwise might require an extension to the program for academic reasons, one term will be permitted (Fall term in most cases) without additional tuition fees. Subsequent terms will incur appropriate tuition fees based on registration. Ancillary fees will still be charged according to the Finance Office schedule.
- 8) Students requiring additional terms of study due to Medical Leave will be assessed on an individual basis. Ancillary fees will still be charged according to the Finance Office schedule.
- 9) Tuition refund calculations will take into account:
 - a) The Province of Ontario \$750 Recovery fee is included in the flat fees and will be deducted from the refund, regardless of the term that the refund is issued.
 - b) Refunds will be on a prorated basis per class, per term, minus a 20% administration fee.
 - c) Any outstanding balance on a student account will be deducted from the refund by the Finance Office.

Questions? Contact Susan Melnichuk, Manger, International Programs, at smelnichuk@brocku.ca