

<b>Title</b>	<b>Tuition Deposit Refund</b>		
<b>Classification</b>	Administrative	<b>Oversight Responsibility</b>	Office of the VP, Finance and Operations
<b>Category</b>	Financial Management	<b>Responsible Office</b>	Financial Services
<b>Approval</b>	Executive	<b>Effective Date</b>	2024-Apr-14
		<b>Document No</b>	1086

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of the University's policies are posted on the policy and procedure website. If you have printed this policy, please check the website to be sure you have the current version.

A non-refundable tuition deposit is required upon acceptance to a credit program to secure a seat in a specific intake in the program. When a student commences their program, the non-refundable tuition deposit is applied as a payment towards tuition and ancillary fees and the Tuition and Ancillary Fees Refund policy applies.

## 1.0 TRANSFERS OF TUITION DEPOSIT

Students who have not had their tuition deposit refunded can transfer the deposit on a one-time basis to another Royal Roads University credit program or another intake of the same program within 24 months of the original payment date, or for the next two intakes of the same program, whichever is longer. Otherwise, the tuition deposit is subject to the refund conditions outlined in this policy.

## 2.0 REFUND OF TUITION DEPOSIT

A tuition deposit which has not been applied to pay tuition fees or transferred to another credit program or another intake of the same program is ONLY refundable under one of the following circumstances:

### 2.1 Denied Study Permits

If a study permit is denied and the following conditions are met, the tuition deposit for a credit program is fully refundable:

- a. The student provides Royal Roads University with a letter of rejection by Immigration, Refugees and Citizenship Canada (IRCC) prior to the start date of the program verifying the denial of the study permit;
- b. The IRCC letter of rejection is dated no more than 12 months prior to the start date of the registered program; and
- c. The study permit is not denied due to misrepresentation or by providing false or misleading information or documentation.

Royal Roads University reserves the right to contact IRCC to verify the status of a visa and/or study permit application and/or to verify the contents of the refusal letter.

### 2.2 Waitlisted Status

- a. If a student accepts an original offer into a waitlisted credit program and is unable to secure a seat as of the credit program start date, the tuition deposit is fully refundable.

b. In a case where the student accepts a seat in a future intake, the tuition deposit becomes non-refundable.

2.3 Cancellation of a Program

If Royal Roads University cancels a program and the student is unable to secure a seat and/or start in a future intake of that program, the tuition deposit is fully refundable.

**3.0 PROCESSING OF TUITION DEPOSIT REFUNDS**

3.1 Eligible tuition deposit refunds under this policy will be automatically processed by Royal Roads University Student Accounts within 4 weeks of cancellation from the program. Students will be contacted by email once the refund has been processed.

3.2 To protect students, funders, and the University, and to comply with Canada's anti-money laundering and anti-terrorist financing regulations, full and partial refunds will only be paid to the original sender by the original payment method.

3.3 Any appeals to this policy should be submitted via email to [studentaccounts@royalroads.ca](mailto:studentaccounts@royalroads.ca) for review and decision.

**4.0 RELATED DOCUMENTS AND INFORMATION**

Royal Roads University Documents and Information

- [Professional and Continuing Studies Refund](#)
- [Tuition and Ancillary Fees Refund](#)
- [Tuition Fees](#)

**Review, Revision and Approval History**

<u>Date</u>	<u>Activity</u>
2021-Aug-01	Approved by Executive; current published version
2021-Oct-21	Transfer to new template – no content change
2024-Apr-14	Revised to institute a non-refundable tuition deposit; Approved

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2025-Apr-14	Next Review
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