

Office of the Registrar

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		

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.

President, Yukon University

October 22, 2021

Date

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Revised: Jan 2025 (code change from SS 9.0 to ST 9.0) Revised: Revised:



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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



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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 noncredit 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



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• 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

Date	Update
October 2021	Revision

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ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Tuition Refund Policy Number: ST 9.0 Submitted by: Kara Mott

List those consulted with in preparation of this policy:

Name	Department	Date
Maureen Caron and Sheila	Finance	January - April
Silva		
Terri Wright and Yoshie	Office of the Registrar	January - April
Kumagae and Christine		
Borgford		
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.

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

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