

HOLLAND COLLEGE

ADMINISTRATIVE REGULATION

Category: STUDENTS

Topic: INTERNATIONAL STUDENT TUITION FEES &
REFUNDS

Code: 50-03-3

Effective Date: October 27, 2025 **Revision:** THIRTEEN

Approved by: Sandy MacDonald, President & CEO of Holland
College

Related Documents:

Administrative Regulation [50-03-2](#) (Collection of Student Fees & Refunds)

SCOPE:

This regulation applies only to International Students. Refer to AR-50-03-2 for all other students.

GENERAL

- 1.** Students who are not Canadian citizens or do not have Canadian Permanent Resident status will, for the application of College policy, regulations and procedures, be classified as "International Students".
- 2.** At the time of registration, all international applicants must provide a copy of their visa or study permit to the College.
- 3.** A full-time (post-secondary) student is defined as a student enrolled for a minimum of 15 hours per week that span a semester or enrolled in 3 or more credit courses that have a minimum combined credit value of nine that span a semester.
- 4.** Any tuition of \$1,000 or less is payable in full on or before the start day of classes.
- 5.** All fees are payable in full on or before the start day of classes.
- 6.** The College reserves the right to cancel registration of those students who fail to pay their tuition and/or fees.
- 7.** Exceptions to this Administrative Regulation may be granted by the Chief Financial Officer.

APPLICATION FEES

- 8.** Application fees are due at time of receipt of the application. Applications will not be processed until the correct application fee is received.
- 9.** Application fees are non-refundable (unless the program is cancelled) and are separate from all other fees.
- 10.** A \$100, non-refundable, application fee will be charged for all international student applications to post-secondary programs.

CONFIRMATION FEES

- 11.** When international applicants are accepted to a program they must forward, within three weeks from the date of acceptance letter, a fee of \$1,000 (CAD) in order to confirm their attendance and receive a Provincial letter of attestation. The confirmation fee will be applied toward the tuition fee and is non-refundable.

INTERNATIONAL STUDENT FEES

- 12.** International students who are accepted into a Holland College postsecondary program will be charged an International Student Fee, an International Student Medical Fee, and an International Health and Dental Fee. International students may choose to purchase their own Health and Dental insurance. In order to opt out of the International Health and Dental Fee, at the time of registration students must provide a copy of adequate health and dental insurance that is acceptable to the College (Health and Dental Insurance for International Students purchased from a Canadian provider). In order to opt out of the International Student Medical Fee, students must provide a valid Province of PEI Health Card.
- 13.** All other applicable program tuition, fees and associated costs will remain the same as that charged to all other students for the respective program.

TUITION, LAB AND OTHER FEES

- 14.** Holland College operates programs on either a program year basis (not a semester system) or a course basis.

Program Year Basis

- 15.** For programs operating on a program year basis:
 - 15.1** Tuition, lab and other fees are due in full on or before the start day of the program.

- 15.2** Notwithstanding the above, a split payment of tuition is permitted for convenience, however, if a student chooses not to return any time after sixty (60) calendar days from the start day of the program, the student is still responsible for the full year program tuition and fees. All other fees are due and payable on or before the start day of the program. These include student union dues and other amounts which may be applicable to certain programs.
- 15.3** Students are required to pay fifty percent (50%) of tuition on or before the start day of the program and fifty percent (50%) on the first day of the second half of the program.
- 15.4** Students who attend for more than one week and leave a program before its completion, for whatever reason, will be charged a monthly fee for each month attended or part thereof, subject to the College's refund policy (below).
- 15.5** Students who require additional time to complete a program will be charged an additional tuition and/or lab fee on a prorated basis. Any extensions over a week shall be charged a monthly fee for each month or part thereof.

Course Basis

- 16.** For programs offered on a course basis:
- 16.1** Tuition is based on the number of enrolled courses taken each semester, and tuition and any applicable lab fees are due in full before the start of each semester.
- 16.2** All other fees are due and payable before the start of the first semester. These include student union dues and other amounts which may be applicable to certain programs.

DEFERRALS

- 17.** With the approval of the Chief Financial Officer a deferral of fees may be granted for up to twenty (20) business days from the start day of the program to students who are experiencing funding difficulties. Students will be subject to a late payment fee of \$50.

OVERDUE ACCOUNTS

- 18.** If a student has not paid tuition and/or fees when due, and has not been granted a deferral, the student's account will be considered to be overdue.
- 19.** While a student's account is overdue, the student will not:
 - a)** be able to register for any program or course offered by the College.
 - b)** be able to participate in work integrated learning activities.
 - c)** be permitted to participate in any graduation or other recognition ceremonies.
 - d)** receive a diploma, certificate, transcript or any other official student record until all accounts are paid in full.
- 20.** All overdue accounts are charged a late payment fee of \$50 and are subject to interest charges.
- 21.** Overdue accounts will be processed accordingly:
 - 21.1** Notice 1: The Finance Office will send the student an overdue notice.
 - 21.2** Notice 2: The Finance Office will notify the student of outstanding fees in writing. If the student does respond, the Finance Office will arrange payment with the student.
 - 21.3** Notice 3: If the student does not contact the Finance Office within two business days, the Finance Office will send a final written notice and the student will be given one week to settle all outstanding accounts, or the following will occur:
 - a)** The Chief Financial Officer, after notifying the appropriate Director/Executive Director will terminate the student's attendance in the program and notify the student of the consequences as outlined below.
 - b)** Terminated students will:
 - (i)** not be able to register for any program or course offered by the College.
 - (ii)** have parking, computer, and library privileges revoked.
 - (iii)** have student union membership terminated.
 - (iv)** not be permitted to participate in work integrated

learning activities.

- (v) not be permitted to participate in varsity athletics.
 - (vi) not be permitted to participate in any graduation or other recognition ceremonies.
 - (vii) not receive a diploma, certificate, transcript or any other official student record until all accounts are paid in full.
 - (viii) be required to vacate their apartment in Residence within 48 hours of being removed from their program.
- 22.** Students may only be reinstated after all accounts are paid in full and with the approval of the Registrar/Finance Office.
- 23.** Continued overdue accounts will be turned over for collection through a collection agency.

REFUNDS

- 24.** All refunds will be approved by the Chief Financial Officer or a delegated authority.
- 25.** Applicable refunds will only be issued if the student has a credit on their account.

Application Fee Refund

- 26.** An application fee is payable for application to every program and is non-refundable, unless the program is cancelled.

Confirmation Fee Refund

- 27.** Confirmation fees are not refundable.

Holland College does not defer applications or acceptances.

International Student Fee Refund

- 30.** The International Student Fee is non-refundable.
- 31.** Notwithstanding the above paragraph, International students who are unable to obtain a Study Permit from Immigration, Refugees and Citizenship Canada (IRCC) prior to the College program/course drop date will have their International Student Fee refunded if they provide Holland College with a copy of the letter of refusal from IRCC. International students who are unable to obtain a Study Permit from Immigration, Refugees and Citizenship Canada (IRCC) after the College program/course drop date will be refunded 50% of the International Student Fee. The letter of refusal from IRCC must be received by the College within 60 days of the issued date of the letter. In addition, you must provide proof that you applied for the study permit prior to the start date of the program indicated on your acceptance letter.

Tuition, International & Lab Fees Refund

- 32.** Partial tuition/lab fee refunds to registered students will be granted under the following conditions:
- a)** The student either informs their instructor of their intent to withdraw/discontinue or the student provides formal written notice of their withdrawal to the Registrar's Office by completing a QF017 (Course/Program Discontinuation Form). The instructor will complete and submit a QF007 (Post-Secondary Student Exit/Change of Status {found on Self-Service}). The date of the withdrawal shall be the date that the notice/exit form is received.
 - b)** A student who has been accepted into a program on a probationary or conditional basis exits within the probationary period.
 - c)** A student exits for health reasons and provides a medical certificate (required within two weeks of the request) acceptable to the College.
- 33.** Tuition and lab fee refunds for program year-based programs:
- a)** A first-year student exiting the program within ten (10) business days of the program start date will receive a full refund for the program less the non-refundable portion of the tuition deposit fee and an administrative fee of \$250.
 - b)** A student exiting the program or changing status (ie. fulltime to part-time or change in start date/exit date) within

sixty (60) calendar days after the start day of the program will receive a partial refund.

- c)** The amount of refund will be determined as follows:
 - (i)** Any part of a calendar month attended or registered by a student constitutes a full month. Refunds will be made for complete months only.
 - (ii)** The tuition and fees refund will be based on the time subsequent to the student exiting the program, prorated over the duration of the course.
 - (iii)** A refund for other program items, if applicable, less costs already incurred by the College on behalf of the student.
- d)** If the student exits after sixty days from the start day of the program, the student will receive no refund.

34. Tuition and lab fee refunds for course-based programs:

- a)** If a student exits a course within ten (10) business days of the course start date, the student will receive a full refund for the course less the non-refundable portion of the tuition deposit fee and an administrative fee of \$50 per course.
- b)** If a student exits a course after ten (10) business days of the course start date, but before 20 business days of the course start date, the student will receive a fifty percent (50%) refund for the course.
- c)** If a student exits a course after 20 business days from the course start date, the student will receive no refund for the course.