

## Application for a Refund Review

It is the student's responsibility to become familiar with important information and deadlines. To view the Academic Regulations please visit [humber.ca/admissions/how-apply/academic-regulations](http://humber.ca/admissions/how-apply/academic-regulations) and to view the Academic Calendar please visit [humber.ca/admissions/academic-calendar](http://humber.ca/admissions/academic-calendar).

Refund requests must be submitted to the Office of the Registrar on or before the tenth (10<sup>th</sup>) official day of the term. There are no refunds after the tenth official day of the term and students are liable for payment of outstanding fees. There are no exceptions to the refund policy for students who register late. If students withdraw after the refund date, they are responsible for any outstanding fees and for repayment of funds to OSAP, if applicable. Administrative fees, late fees, and material fees are automatically withheld and are non-refundable. Please review our Refund Policy for more information [humber.ca/admissions/fees/refunds](http://humber.ca/admissions/fees/refunds).

Refunds after the tenth (10<sup>th</sup>) official day of the term may be issued when a student or an immediate family member has been subject to unforeseen and extenuating circumstances after the refund deadline. Examples of what may be considered grounds for a refund are death of a parent or serious medical trauma involving the student. Changes to your work schedule, your personal responsibility, or financial situation are not grounds for a refund. Multiple refund requests may not be approved as it is the student's responsibility to withdraw by the published withdrawal date in the Academic Calendar.

### Full-time Students

If a full-time student is granted a refund due to extenuating circumstances, a \$200 non-refundable administrative fee is automatically withheld. Please note tuition fees are a package cost and dropping a course(s) does not qualify for a refund if you remain in full-time status, including students approved for Transfer credit(s). Unused Student Contact Hours are non-transferrable from one semester to another.

If a refund/transfer of fees/waiver of fees is granted, it is a one-time exception and our policy is to issue the refund for all courses taken during the semester and withdraw you from all future terms. Transfer of fees to a future term or changes from full-time status to part-time status will also be subject to a \$200 non-refundable administrative fee.

### Part-time Students

If a part-time student is granted a refund due to extenuating circumstances, each course will be charged a \$25 non-refundable administrative fee. If the refund is granted for four (4) or more courses, the non-refundable administrative fee is \$100.

### Please submit completed form to:

Humber College  
Office of the Registrar  
Attention: Refund Review Committee  
205 Humber College Blvd, LRC 1st Floor  
Toronto, ON  
M9W 5L7

- 1) The request for a Refund Review form must be submitted to the Office of the Registrar, to the attention of the Refund Review Committee, within six (6) months from the start of the term being reviewed.
- 2) When completing this form, you are required to:
  - a) Describe the extenuating circumstance(s) and reason for not withdrawing by the published withdrawal date.
  - b) Provide mandatory supporting documentation (e.g. medical documentation, flight itinerary, death certificate, email correspondence etc.) The supporting documentation must cover the time-frame you were unable to attend classes.
  - c) Consult with your Program Coordinator, Financial Aid Department and/or the International Centre as withdrawing may interrupt your status, program completion, and financial standing.
  - d) Approval of grade removal for term(s) being reviewed, including passing grades.

The Refund Review Committee may contact the Academic School to determine your academic standing prior to the extenuating circumstance(s) to determine if the circumstances prevented you from withdrawing or attending class. When a decision is made, a letter with the outcome will be mailed to the address on your MyHumber account. Refunds are typically assessed within 4 – 6 weeks from the date the application is received. Refunds will be processed using the same method in which the payment was made. For additional fees information, please visit [humber.ca/admissions/fees/refunds](http://humber.ca/admissions/fees/refunds).

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**To be completed by the student:**

Full Name: \_\_\_\_\_ Humber User Name: N \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Program or Course(s): \_\_\_\_\_

Term(s) Appealing (e.g. Fall 2016): \_\_\_\_\_ Last Day Attended: \_\_\_\_\_

Reason for Request: (please attach details and supporting documentation)

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I have consulted my withdrawal with my Program Coordinator, in addition to consulting with the Office of the Registrar. If I have received OSAP funding, I have consulted with the Financial Aid Department, as withdrawing may affect my current or future OSAP status. If I am an International student, I have consulted with the International Office, as withdrawing may affect my status in Canada.

I understand that if I am approved for a refund, all grades will be removed, including passing grades. I will also be withdrawn from all future terms and will need to consult my Program Coordinator before returning to my program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_