Refunds in Cases of Withdrawal or Dismissal

1. **Written Notice**
   a) To initiate a refund, written notice must be provided:
      i. By a student to FDU when a student withdraws, or
      ii. By FDU to a student when FDU dismisses a student.

2. **Refund Entitlement**
   a) Refund entitlement is calculated on the total tuition due under the contract, less all applicable fees collected. When total tuition has not been collected, FDU is not responsible for refunding more than what has been collected, and a student may in fact be required to pay additional tuition and/or fees due under the contract before a refund can be initiated.

3. **Refund Policy for Students**
   a) Refunds before a program of study begins:
      i. If written notice of withdrawal is received by FDU less than seven (7) calendar days after an enrollment contract is initiated, and before the commencement of the period of instruction specified in the contract, FDU shall retain $250 (the non-refundable matriculation fee).
      ii. Subject to subsection (a) (i), if written notice of withdrawal is received by FDU thirty (30) calendar days or more before the commencement of the period of instruction specified in the contract, FDU shall retain $500 (the non-refundable matriculation fee of $250 plus a cancellation fee of $250).
      iii. Subject to subsection (a) (i), if written notice of withdrawal is received by FDU less than thirty (30) calendar days before the commencement of the period of instruction specified in the contract, FDU shall retain $750 (the non-refundable matriculation fee of $250 plus a cancellation fee of $500).
   b) Refunds after a program of study begins:
      i. If written notice of withdrawal is received by FDU, or a student is dismissed during Week 1 of the period of instruction specified in the contract, FDU shall retain 10% of the total tuition due under the contract for the first term of study, plus a $500 cancellation fee [as per Section 3, subsection (a) (iii)] and all other fees paid by the student to that point.
ii. If written notice of withdrawal is received by FDU, or a student is dismissed during Week 2 of the period of instruction specified in the contract, FDU shall retain 20% of the total tuition due under the contract for the first term of study, plus a $500 cancellation fee [as per Section 3, subsection (a) (iii)] and all other fees paid by the student to that point.

iii. If written notice of withdrawal is received by FDU, or a student is dismissed during Week 3 of the period of instruction specified in the contract, FDU shall retain 40% of the total tuition due under the contract for the first term of study, plus a $500 cancellation fee [as per Section 3, subsection (a) (iii)] and all other fees paid by the student to that point.

iv. If written notice of withdrawal is received by FDU, or a student is dismissed during Week 4 of the period of instruction specified in the contract, FDU shall retain 60% of the total tuition due under the contract for the first term of study, plus a $500 cancellation fee [as per Section 3, subsection (a) (iii)] and all other fees paid by the student to that point.

v. If written notice of withdrawal is received by FDU, or a student is dismissed during Week 5 of the period of instruction specified in the contract, FDU shall retain 80% of the total tuition due under the contract for the first term of study, plus a $500 cancellation fee [as per Section 3, subsection (a) (iii)] and all other fees paid by the student to that point.

vi. If written notice of withdrawal is received by FDU, or a student is dismissed following Week 6 or later of the period of instruction specified in the contract, FDU shall retain 100% of the total tuition due under the contract for the first term of study, plus all other fees paid by the student to that point.

c) Refunds for study permit refusal:

All tuition and fees paid by a student shall be refunded to the student (less $250 for the non-refundable matriculation fee). The student must submit to the University any documentation provided by the Canadian embassy or visa issuing office outlining the reasons for refusal of a study permit before a refund can be issued.

*Refunds shall be issued to students by check or when requested or necessary via bank or wire transfer.*