

New York Tech Vancouver Withdrawal and Refund Policy

Refund/Reduction of Balance Owed

Tuition is calculated on the assumption that a student will remain enrolled throughout the academic year. Since a place in class has been reserved, tuition will only be refunded in accordance with the withdrawal policy. Refunds or reductions of balance owed are processed after all required approvals are documented on the withdrawal form. Students withdrawing totally from the college or course(s) are requested to complete a withdrawal/clearance form. Forms are available at the Vancouver Registrar's Office.

Non-attendance of classes or informing the instructor of withdrawal, does not constitute an official withdrawal and does not relieve the student of his or her financial obligation. A refund or reduction of balance owed, if approved, will be based on the official date of withdrawal determined and recorded on the withdrawal form. Approved refund will be distributed to the bank account or credit card that issued the original payment made through Flywire, TransferMate or CASHNet.

Withdrawal Policy for NEW STUDENTS:

When a new student withdraws from the college, he/she must complete a **Withdrawal from the College Form** at Vancouver Registrar's Office. Tuition deduction is based on the withdrawal date determined and recorded on the form and is calculated based on the below table. College Fee is non-refundable after registration. **A 3-credit tuition fee of USD\$2,940 will ALSO be forfeited.**

Spring and Fall Semester

Withdrawal or dismissal at any time	Tuition Deduction
Before registration	0%
From the date of the registration to the day before the first day of the semester	
During the first week of the semester	25%
During the second week of the semester	50%
During the third week of the semester	75%
After the start of the fourth week of the semester	100%

Summer Semester

Withdrawal or dismissal at any time	Tuition Deduction
Before registration	0%
From the date of the registration to the day before the first day of the semester	
During the first and second week of the semester	50%
After the start of the third week of the semester	100%

1. Guard.Me health insurance will be refunded if students withdraw from the school BEFORE the insurance is issued. AFTER the insurance is issued, the fee will not be refunded unless Guard.Me approves the insurance cancellation.

2. New Students are not allowed to take a break in the first/initial semester. If due to any reasons a new student needs to discontinue the program in the first semester, the below policy and procedure will be applied:

a. **After Registration:** Student must withdraw all the registered courses and defer to the next available semester. The above Withdrawal Policy will be used to calculate the tuition deduction. The remaining tuition fee will be carried forward to the following semester.

b. If the student is not able to start the program in the following semester and requests for a refund, a 3-credit tuition fee of USD\$2,940 will be forfeited.

Completion of Payment

Students must conform to the payment policies of the Vancouver Bursar's Office and are not entitled to attend classes until all fees have been paid and no outstanding balance to the college exists. No transcripts, school letters, or diplomas will be released to any student who owes tuition or fees or fines to the college at the time of the request. Upon payment of any outstanding indebtedness to NYIT, transcripts, school letters or diplomas may be released.