

5.7.2 (a) – International Tuition, Fees, and Refund Procedure

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Procedure Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

Procedures

The College collects the following fees and tuition that directly relate to a student's enrolment.

1. Application Fee

All international students applying to Carlton Trail College must pay a non-refundable application (see *Appendix A – Schedule of Fees* for current fee amount).

2. Tuition Deposits

Carlton Trail College tuition deposit for international students is 50% of first year tuition and program fees. Deposits are required within 30 days of Letter of Acceptance issue date or the application will be withdrawn

- Once your study permit has been approved, your tuition deposit becomes non-refundable.
- If your study permit is denied, tuition deposits are refundable less the administrative fee (see *Appendix A – Schedule of Fees* for current fee amount).

3. Payment Methods

From outside of Canada:

- International payments are only accepted via **Flywire**.

From inside Canada:

- Students may call the reception desk at 1-800-667-2623 and pay their fees via credit card.

4. Tuition Payments

- All remaining tuition payments are due by the first day of the program.

5. Unpaid Tuitions

- Students will be given until October 31 to pay all outstanding fees. If outstanding fees are not paid by October 31, a late fee of \$500 will be applied.
- Students who do not pay fees in full by October 31, will be discontinued effective January 3 of the applicable program year. Students in this situation are allowed to complete their studies until the end of December.
- For programs that start in January, students who do not pay fees in full by February 28 will be

discontinued effective July 1 of the applicable program year. Students in this situation are allowed to complete their studies until the end of June.

6. Refunds

- Carlton Trail College does not issue refunds prior to study permit decisions being made. Only when study permits are rejected is the applicable refund awarded.
- Upon receipt of a study permit refusal, applicants are eligible for a refund, less a \$500 administrative fee
- No refund of Carlton Trail College's international student tuition deposit is available after the first day of the program.
- Second semester tuition will be refunded if the student withdraws prior to October 31 for fall intake, or February 28 for winter intake. Eligible refunds are less a \$500 administration fee. (See *Appendix A – Schedule of Fees* for current fee amount).
- Cancellation of a program or course by Carlton Trail College will result in a full refund of paid fees. If you withdraw from a course or program, you must notify the College in writing of your intention to withdraw to be eligible for a refund. You must also settle all accounts with Carlton Trail College and return College property.

Non-attendance is not considered a notification of intention to withdraw from a program or course.

7. Reducing Course Load

- No financial credit is available for reduction of course load within the first semester.
- Tuition credit for individual courses (reduced course load) in the second semester of a program year will be granted if notification of withdrawal from these courses is received before October 31 for fall intake, or February 28 for winter intake.
- Students who are eligible and approved for a tuition credit will be provided a tuition credit, less a \$250 administrative fee per course, to be used for the subsequent academic year only.
- Any remaining amounts owing for the subsequent academic year are the responsibility of the student to pay in full prior to attending courses.

8. Late Study Permit Student Options

For students whose study permit is approved after the start date of the program, options that will be provided include the following:

- Defer application to next available intake. All fees are transferred to future intake.
- Transfer to another institution within the Saskatchewan Colleges partnership. All tuition and fees will be transferred to the respective institution. If applicable, any additional costs due to new program international student tuition and fee rates are the responsibility of the student.

Links to Other Related Documents

Carlton Trail College Policies: International Student Handbook

Carlton Trail College Policies: [Student and Program Policies](#)

Appendix A – Schedule of Fees

1. Application Fee

- A non-refundable application fee of \$150 must be submitted with each international application for admission.

2. Tuition Deposit

- International student tuition deposit is 50% of the tuition and fees for the program.

3. Administrative Fees

- Late fee is \$500
- International administrative fee is \$500
- International course administration fee is \$250 per course up to a maximum of
- \$500 per student per year