



Refund Policy for Full Time Credit Programs

Refund of Application Fee

The application fee is **NON-REFUNDABLE**. The only circumstance in which Southeast College will refund the \$50 application fee is if the program/course is cancelled by the college.

Refund of Tuition Deposit

Southeast College will refund the \$500 tuition deposit only if:

- The program is cancelled
- The student does not meet the Admission Requirements
- The student accepted or conditionally accepted withdraws from the program 30 calendar days prior to the start date
 - **NOTE – the student MUST provide the College Registrar with WRITTEN NOTICE of withdrawal from the program, or a refund will not be granted. Upon receiving written notice and processing of official withdrawal, an administrative fee of \$250 will be withheld from the total amount of the eligible refund.**

Refund of Tuition

The student **MUST** provide the College Registrar with **WRITTEN NOTICE** of withdrawal from the program, or a refund will not be granted.

The following applies ON or PRIOR to 3rd schedule day of program:

Less than 30 days prior to program start date	Full refund of tuition less the full tuition deposit
On or before the 3 rd scheduled day	Full refund of tuition less the full tuition deposit

The following applies AFTER the 3rd schedule day of program:

Semester Programs – Certificate or Diploma Programs (Office Administration, Business Administration, Early Childhood Education, Continuing Care Assistant, 4 th Class Power Engineer, Practical Nursing)	
On or before 25% completion of first semester	25% of first semester tuition, Full refund of second semester tuition
After 25% completion of first semester	Full refund of second semester tuition
On or before 25% completion of second semester	25% of second semester tuition
After 25% completion of second semester	No refund

Applied Certificate Programs (Industrial Mechanic, Electrician, Welding,)	
On or before 25% completion of program	25% refund of tuition
After 25% completion of program	No refund

Non-Semester – Certificate or Diploma Programs (Hairstylist, 3 rd Class Power Engineer, Heavy Equipment & Truck & Transport Technician Certificate)	
On or before 25% completion of program length	60% refund of tuition
26 – 50% completion of the program length	50% refund of tuition
After 50% completion of program length	No refund

For further information regarding the refund policy for full-time programs, please contact the College Registrar at the following address: **Southeast College Box 1565, Weyburn, SK S4H 0T1 or by phone at 1-866-999-7372 or 306-848-2852**