

## STFX REFUND POLICY – CONTINUING & DISTANCE EDUCATION

---

A student withdrawing from a course should immediately notify the Program Office in writing (e-mail).

**Notification to the instructor does not constitute official withdrawal from a course and will not be considered in the calculation of refund – you must follow the steps indicated below.**

Refunds are based on the date formal notice of withdrawal is received by the Program Office.

### Undergraduate Online Courses

- **Fall/Winter terms:**

To drop a course, log onto the StFX Home Page ([www.stfx.ca](http://www.stfx.ca)), click on MyStFX, and then click Students. Click on Banner / mesAMIS, then STUDENTS and follow the instructions for dropping a course. For assistance call the Continuing & Distance Education office at (902) 867-2372 or 877 867-3906.

Refunds - refer to Section 2.1.3 in the current StFX Academic Calendar:

[www.sites.stfx.ca/registrars\\_office/academic\\_calendar](http://www.sites.stfx.ca/registrars_office/academic_calendar) or to the Student Account website:

[www.sites.stfx.ca/financial\\_services/Refunds](http://www.sites.stfx.ca/financial_services/Refunds)

[www.sites.stfx.ca/registrars\\_office/course\\_drop\\_dates](http://www.sites.stfx.ca/registrars_office/course_drop_dates)

- **Spring & Summer terms:**

If a student withdraws from an undergraduate course during the spring or summer terms: immediately notify Continuing & Distance Education by e-mail: [continuinged@stfx.ca](mailto:continuinged@stfx.ca). Include your StFX ID# and the course name/number in the e-mail subject line.

If a student withdraws up to and including the day the online course begins, a full refund is issued. If a student withdraws in the first week, 2/3 of the tuition will be refunded; 1/3 if withdrawal is in the second week. During or after the third week, no refunds are issued.

### Distance Nursing (Post RN BScN Program)

If a student withdraws from a course in the Post RN BScN Program (Distance Nursing) immediately notify the Distance Nursing Program Office by e-mail: [pmacdona@stfx.ca](mailto:pmacdona@stfx.ca). Include your StFX ID# and the course name/number in the e-mail subject line.

Effective April 1, 2017, If a student withdraws from a course within three weeks of the course start date, s/he is eligible to claim a tuition refund, less a \$150 administration fee. After the three-week deadline has passed, there is no refund issued.

## **Master of Education**

Students withdrawing from a course or the MEd Program should immediately notify the MEd Program Office by email: [med@stfx.ca](mailto:med@stfx.ca). Include your StFX ID# and the course name/number in the subject line.

Prorated refunds can only be made from the date of the notice of withdrawal. No refund is available after 9 class hours have elapsed. There is a \$100 administration fee charged if a student withdraws from a course within two weeks prior to the start date of the course.

## **Intellectual Disability Studies**

Students withdrawing from a course or the INDS program should immediately notify the INDS Program Office by email [inds@stfx.ca](mailto:inds@stfx.ca). Include your StFX ID# and course name/number in the subject line.

Students who withdraw prior to or within 3 weeks of the official start date of the course will receive a refund less a \$150 Administration Fee. Students who withdraw after week 3 of the course are not eligible for a refund.

## **Certificate in Organizational Leadership**

Students withdrawing from a course or the ***Certificate in Organizational Leadership*** program, should immediately contact [cmaceach@stfx.ca](mailto:cmaceach@stfx.ca). Include your StFX ID# and course name/number in the subject line.

Students who withdraw two weeks prior to the Module start date will receive a refund less an administration fee of \$100. No refunds are issued for a module after its start date or completion.

*Updated February 9, 2017*