

# Apprenticeship Payments, Refunds and Fee Adjustments

KPU regulations regarding fee payment, withdrawals and refunds of tuition are distinct for apprenticeship programs.

## Fee Payment

Students registering for an apprenticeship level must complete the Apprenticeship Registration Form and submit it to Apprentice Services ([kpu.ca/apprentice](http://kpu.ca/apprentice)) for registration processing.

## Apprentice Evaluation Fee

For each program registration, students will be assessed a \$10.00 Apprentice Evaluation Fee, in addition to tuition and student fees.

## Refunds and Fee Adjustment Rules

Full refunds will be given to individuals that are waitlisted for an apprenticeship level and not eventually admitted, as well as to individuals that are registered for an apprenticeship level that is cancelled. Full refunds, except for the Apprentice Evaluation Fee, will be given to individuals that are deemed ineligible for an apprenticeship level. Individuals that are registered for an apprenticeship level and choose to withdraw must notify KPU of their intention to withdraw. Withdrawals are subject to refunds and fee adjustments, according to the timing of notification of withdrawal:

<b>Withdrawal notification:</b>	<b>Tuition Fee Refund:</b>
42 days or more prior to the start of class	95%
41 to 21 days prior to the start of the class	50%
20 to 15 days prior to the start of the class	25%
14 days or less prior to the start of class*	0%

*\*A student who withdraws from an apprenticeship level within 14 days of the start of classes is not entitled to a refund of the apprentice evaluation fee or tuition; however, student fees and student association fees will be refunded until the end of the first week of classes.*

## Sponsored Students

Students whose fees are being paid by a sponsoring agency must complete the Apprenticeship Registration Form and submit it to Apprentice Services for registration processing. Sponsored students are responsible for all tuition fees; liability will be removed once the Apprenticeship Registration Form and Letter of Authorization are received. For additional information consult Apprentice Services ([kpu.ca/apprentice](http://kpu.ca/apprentice)).

## Fee Deferrals

Students seeking a fee deferral should contact Student Awards and Financial Assistance ([kpu.ca/awards](http://kpu.ca/awards)). Once a fee deferral has been approved, students must complete the Apprenticeship Registration Form and submit it to Apprentice Services for registration processing.

## Withdrawing

Students may withdraw from an apprenticeship level until the mid-point of the course. To officially withdraw, a student must inform KPU, either via the online registration system or by submitting a completed withdrawal form to Apprentice Services or Student Enrolment Services. A student who stops attending class but does not officially withdraw by the deadline will be assigned a grade based on the work completed in the level. All withdrawals are subject to the Refunds and Fee Adjustment Rules.