

Refund Policy for Status Changes Resulting in Non-Fee Payer Status

1. Full Refund — Before Semester Start

If a student's parent is granted a study permit or work permit before the official start date of the semester, and the student's status changes to non-fee payer, a full refund of all paid fees will be provided, less any non-refundable administrative fees.

2. Pro-Rated Refund — Early in Semester

If a student's parent is granted a study permit or work permit after the semester has started but before the following deadlines:

- October 31 for First Semester
- March 31 for Second Semester

...and the student's status changes to non-fee payer, a pro-rated refund will be provided, calculated based on the number of months remaining in the semester.

3. No Refund — After Deadline

If a student's parent is granted a study permit or work permit after October 31 (First Semester) or March 31 (Second Semester), no refund will be issued for the remainder of the semester.

How to Request a Refund

- Refund requests must be submitted in writing to: ocenet@ocdsb.ca, as soon as the student's status in Canada has changed and a Permit to Attend School has been issued by the OCDSB Admissions Department.
- To request a Permit to Attend School, please email boundaries@ocdsb.ca with all supporting documents related to the change of status.
- Refunds will be processed within 3 weeks of receiving the written request and will be issued using the same payment method as the original payment.