



MONTREAL DIO
MONTREAL DIOCESAN THEOLOGICAL COLLEGE 1873

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REFUND POLICY

For full- or part-time students enrolled in M.Div., BTh, STM, and Diploma in Ministry

Fees paid to McGill will follow the refund policy of McGill University. Tuition and fees paid to the college will be refunded according to the following scale. The first \$200 of the tuition assessed is non-refundable. College fees are refunded on the same scale as tuition.

Of the remaining charges, refunds will be made on the following basis when notification is received:

- 90% is refunded during the first two weeks of classes
- 60% is refunded during the third and fourth weeks of classes
- 40% is refunded during the fifth and sixth weeks of classes
- 20% is refunded during the seventh and eighth weeks of classes

After the eighth week of classes, no refund can be given. Students must give a notice of withdrawal in writing to the principal and college administrator. Fees and corresponding refund will be assessed based on the date of the notice received.

For students enrolled in MST Certificate Courses or individual IMY courses

The first \$50 of fees paid per courses is non-refundable. The balance of the fee is refunded as follows:

- 80% is refunded if notification is received before the beginning of the second class session
- 60% is refunded if notification is received before the beginning of the third class session
- 40% is refunded if notification is received before the beginning of the fourth class session.

After the beginning of the fourth class session, no refund can be given. Students must give a notice of withdrawal in writing to the principal and college administrator. Fees and corresponding refund will be assessed based on the date of the notice received.

For students on the Reading and Tutorial Program

The first \$50 of fees paid per module is non-refundable. The balance of the fee is refunded as follows:

- 80% is refunded if notification is received within one month of student receiving material and if no meetings with tutor have been held
- 70% is refunded if notification is received before the second meeting with the tutor

After the second meeting with the tutor, no refund can be given. Students must give a notice of withdrawal in writing to the director of pastoral studies and college administrator. Fees and corresponding refund will be assessed based on the date of the notice received.