

Policy Name:	Tuition Refunds upon a Student's Death
Originating/Responsible Department:	Vice-President (Students and Enrolment) and Financial Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	March 2004
Last Updated:	December 2023
Mandatory Revision Date:	December 2028
Contact:	Vice-President (Students and Enrolment) Manager, Student Accounts, Financial Services

Policy Statement:

In the case of a student's death during an academic term (which for this purpose will include the term's examination period), the University will reverse the cost of tuition for the term and if applicable, refund the credit to the estate of the student.

Purpose:

The purpose of this policy is to provide a regular basis for tuition reversal/refund when a student has died during a term.

Scope:

This policy applies whenever a student suffers a death during the academic term (including the term's examination period). The phrase "academic term" includes all three sessions, the Early, Late and Full sessions of a Fall, Winter or Summer term.

Procedure:

The policy is applied automatically by the Student Accounts Office when notice of a death is received from the Registrar's Office. The Registrar's Office is responsible for co-ordinating administrative actions when a student death has been reported to the University.

Roles and Responsibilities:

Registrar Office

The Registrar Office is responsible for issuing the Notice of Student Death to University stakeholders, including the Student Accounts Office, and adjusting the student's current and future term registration, if necessary.

Financial Services

Financial Services is responsible for reviewing the student account, and if required, manually adjusting the student account and issuing a refund to the Estate upon receiving the Notice of Student Death from the Registrar's Office. Financial Services is responsible for communicating the details of the student account to the next of kin along with tax receipt information in a formal letter.

Next of Kin

Next of Kin is responsible for notifying the University of the death and providing the necessary information for the Registrar's Office to close the student record.

Contacts:

Vice-President (Students and Enrolment)
Manager, Student Accounts, Financial Services

Links to Related Policies:

[Student Accounts with a Debit Balance](#)
[Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances](#)
[Posthumous Academic Recognition](#)