



Carleton
UNIVERSITY

Canada's Capital University

Policy Name:	Tuition Refunds upon a Student's Death
Originating/Responsible Department:	Vice-President (Students and Enrollment) and Financial Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	March 2004
Last Updated:	March 2019
Mandatory Revision Date:	March 2024
Contact:	Vice-President (Students and Enrollment) or the Assistant Manager, Student Accounts in Financial Services

Policy:

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" encompasses either Fall or Winter terms. In the case of the Summer term it includes all three Summer sessions, the Early, Late and Full sessions.

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.

Contacts:

Vice-President (Students and Enrollment) or the Assistant Manager, Student Accounts in Financial Services

Links to related Policies:

N/A