



POLICY: Tuition and Fee Payment and Refund (Policy)		POLICY NUMBER: AC-2-16
		PREVIOUS/REPLACES: New Policy
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: August 1, 2025	PRIOR VERSIONS: New

See the related [PROCEDURES](#)

Policy Statement:

MITT is committed to consistent and transparent tuition and fee payment and refund information to support students in making informed decisions about applying, enrolling, or withdrawing from the college. This policy describes MITT's tuition and fee assessment framework and the specific circumstances in which a student may be eligible for a tuition or fee refund. The accompanying procedures explain payment of tuition and fees and how refunds are provided.

Scope:

This policy applies to post-secondary and post-graduate programs delivered online, in-classroom, and hybrid (online and in-classroom). It encompasses tuition and fees charged throughout the student journey from application to graduation. It does not apply to high school, Adult Learning Centre, English language, Continuing Education, or corporate or industry training programs or courses. Please refer to payment and refund policies for these program areas.

Policy:

1. Tuition and Fees

- a. In accordance with the Manitoba Institute of Trades and Technology Act, MITT's Governing Board (or designated representative) has the power to set fees and all other charges to be paid to MITT. The designated representative body for approval of tuition and fees is MITT's Executive Council.
- b. Tuition and fees are established annually and approved by MITT's Governing Board (or designated representative). Approved Tuition and fees are posted on MITT's website.
- c. MITT abides by tuition caps and guidelines issued by the Manitoba government.
- d. Tuition is charged per program.
- e. MITT establishes additional refundable and non-refundable fees, which include, but are not limited to: Application fees, admission deposits, program fees, administrative fees, document request fees, and health insurance fees.
- f. MITT establishes deadlines for payment of admission deposits, program tuition, and fees. Penalties will be incurred if tuition and fees are not paid by these deadlines.



- g. Students are responsible for understanding MITT's tuition and fee assessment and payment policy and procedures and are responsible for paying program tuition and fees by established deadlines. Not meeting payment deadlines for tuition and Mandatory fees will result in a program withdrawal.
- h. Students re-entering a program of study where course credit has been achieved previously, and/or students re-registering for courses, are assessed pro-rated program tuition and fees.
- i. Student financial accounts that remain overdue will be forwarded to a third-party collection agency.

2. Refunds

- a. Application fees and admission deposits are non-refundable once paid, except in circumstances described in policy 2.c and 2.d. Mandatory fees, Program fees and other fees may have established refund deadlines or may be non-refundable once paid or assessed.
- b. Over time a decreasing portion of program tuition is forgiven (refundable), as published in MITT's Tuition and Fee Payment and Refund procedures and Tuition Refund Schedule. At the close of the refund period, tuition is non-refundable. MITT's Tuition Refund Schedule is subject to change.
- c. In the event of a program cancellation by MITT, students are eligible for a refund of application fees, admission deposits, and program tuition and fees paid.
- d. Students whose study permit/visa application is rejected by Immigration, Refugees, and Citizenship Canada (IRCC) may be eligible for a refund of the admission deposit and tuition and fees paid. Restrictions and deadlines apply (see procedures). Non-refundable fees may apply.
- e. Students who are subject to Program Withdrawal or Academic Suspension under Academic Standards policy AC-2-10, or who are suspended by MITT under the Student Discipline policy AC-1-8, are subject to MITT's standard refund policies, procedures, and schedule.
- f. Refund eligibility and calculations are determined by the date a student's withdrawal is received by MITT.

Administration:

The Vice-President, Academic and Vice-President Finance and Campus Services are responsible for ensuring this policy is adhered to.

Review:

This policy is reviewed by Executive Council and Academic Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

References:

[Manitoba Institute of Trades and Technology Act](#)

Student Withdrawal Policy (AC-2-1)

Credit Transfer Policy (AC-2-6)

Student Discipline Policy (AC-1-8)

Academic Standards Policy (AC-2-10)

Financial Appeals Policy (AC-2-15)

Admission Policy (AC-2-17)

[Academic Schedule](#)

[Tuition and Deposit Amounts, Payment Methods, Proof of Funding Deadlines](#)

[Tuition and Fee Charts; Non-Payment Penalties](#)

[Financial Aid and Awards](#)

[Tuition Refund Schedule](#)



Definitions:

Applicant: Refers to an individual applying to a program of instruction at MITT.

Fee: Monies owed to the College, including tuition and other administrative, ancillary, and program-specific fees.

Administrative Fee: Administrative fees vary and are usually non-refundable. These fees cover the cost of specific administrative processes handled by MITT departments for individual applicants and students.

Admission Deposit: Refers to a portion of the tuition that students are required to pay to confirm their spot in a program. Once paid, this deposit is non-refundable except in circumstances described in the Tuition and Fee Payment and Refund Policy. This means that if the student decides not to attend or withdraws from their program, they will not recover this deposit. This is standard practice in many institutions to secure enrolment and manage program capacities.

Application Fee: A non-refundable/non-transferable fee required to apply for a program.

Mandatory Fee: Refers to compulsory student and program-specific fees that cover various expenses associated with your education, such as infrastructure and technology, MITT award funds, and health insurance for international students. Program-specific fees vary by program and may include consumable supplies and/or supply kits used during courses, and/or other costs such as third-party training provided by the program e.g. First Aid/CPR training.

Non-Refundable Fee: Refers to a fee that is non-refundable once paid.

Refundable Fee: Refers to a fee that is refundable indefinitely, or for a period of time under MITT's refund policy.

Tuition: Refers to the cost of enrolment in a program, covering the instruction and learning resources provided to students. Tuition fees vary depending on the program and student citizenship/residency (domestic or international). Additional fees may apply for specific services, technology, and student support.

Fee Assessment: Refers to the process of calculating and posting the amount of tuition and fees that a student or individual is required to pay. Fee assessment at MITT is based upon program choice, citizenship and residency.

Student: An individual who is actively registered in an MITT program.

Domestic Student: Refers to a student who is lawfully eligible to study in Canada due to citizenship, residency or protected status (also referred to as an Indigenous Learner, Permanent Resident, Protected Person, Refugee Claimant, Canadian Citizen etc.)

International Student: Refers to students who require a study permit to lawfully study in Canada, including a foreign national who is authorized under the Immigration and Refugee Protection Act (Canada) to enroll as a student in an educational institution in Canada.



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Procedures:

1. Tuition and Fees

- a. Tuition and Mandatory Fees are assessed for students prior to the start of the program and are visible on their Student Portal.
- b. All students, except as described in procedure section 2, must pay a non-refundable portion of tuition as an admission deposit to secure a seat in a program. This includes conditionally admitted students. Admission deposit amounts are published on MITT's website and communicated by email to applicants with the deadline to pay.
 - i. Conditionally admitted students who are later deemed ineligible for admission are not eligible for a refund of the admission deposit.
- c. International students must pay Tuition and Mandatory Fees in full prior to the start of the program.
- d. Domestic and Indigenous students must pay Tuition and Mandatory Fees as outlined below, depending on program length.
 - i. For programs that are two terms in length or more, payments from domestic and Indigenous students may be made in full or in two installments.
 - ii. For programs that are less than two terms in length, domestic and Indigenous students must pay Tuition and Mandatory Fees in full prior to the start of the program.
- e. For programs that are two years in length, the payment options described in procedures 1.c. and 1.d. apply separately for each year.
- f. Payment deadlines and methods of payment are posted on MITT's website and communicated by email to applicants and admitted students during the admission and onboarding process.



2. Financial Aid and Sponsorship

a. Admission Deposits:

- i. Students who have applied or intend to apply for Financial Aid are required to pay the admission deposit or submit proof of funding, if received, by the established deposit deadline. Failure to pay the deposit or submit proof of funding by the deadline will result in the application being cancelled.
- ii. Students who have applied or intend to apply for sponsorship from a third-party organization are required to pay the admission deposit or submit a signed sponsorship form stating that the sponsor will pay the deposit by the established deposit deadline. Failure to pay the deposit or submit a signed sponsorship form by the deadline will result in the application being cancelled.
- iii. Students experiencing serious financial hardship for whom the payment of the admissions deposit is a barrier, are encouraged to contact Student Services, Financial Aid and Awards to discuss alternative options.

b. Tuition and Fee Payment:

- i. Students who are approved for third party sponsorship and/or Financial Aid funding must submit proof of funding to MITT by the proof of funding deadline. Otherwise, students are expected to pay their Tuition and Mandatory Fees by the established fee payment deadlines.
- ii. Students are responsible for paying tuition and fees where the amount being received by Financial Aid and/or the sponsoring agency does not cover the full amount due. Standard tuition payment deadlines apply.
- iii. Students who are deemed ineligible for third party sponsorship funding and/or Financial Aid are expected to pay their tuition and fees by the established fee payment deadlines, or they may elect to request a deferral, or withdraw.

3. Refunds

- a. Students who are withdrawn may be eligible for a refund of tuition and fees.
- b. MITT establishes deadlines for a 100% and 50% refund of program tuition, based on tuition paid in full, excluding the non-refundable admission deposit. After the deadline for a 50% refund, no further refund of program tuition is provided. Deadlines are posted on MITT's website in advance of each intake.
- c. All dates are calculated using business days.
- d. MITT's tuition refund deadlines for programs two terms or more in length are as follows:



Refund Deadlines: Certificate and Diploma Programs (Minimum Two Terms in Length)	
Timelines	Tuition Refund (based on tuition paid in full)
Prior to the start of classes	100% refund minus admission deposit and non-refundable fees
Day 1 to 10 of Term 1 (See Academic Schedule for term start dates and refund deadlines)	100% refund minus admission deposit and non-refundable fees
Day 11 to the last day of Term 1 (See Academic Schedule for term end dates and refund deadlines)	50% refund of tuition paid in full, minus admission deposit and non-refundable fees
After Term 1	No Refund

- e. For programs that are two (2) years in length, the above refund schedule applies separately for each year.
- f. MITT's tuition refund deadlines for programs that are less than two terms in length is as follows:

Refund Deadlines: Certificate Programs (Less than Two Terms in Length)	
Timelines	Tuition Refund (based on tuition paid in full)
Prior to the start of classes	100% refund minus admission deposit and non-refundable fees
Day 1 to 10 of Term 1 or Program (See Academic Schedule for off-cycle refund dates)	100% refund minus admission deposit and non-refundable fees
Day 11 to 36 of Term 1 or Program (See Academic Schedule for off-cycle refund dates)	50% refund of tuition paid in full minus admission deposit and non-refundable fees
Day 37+ of Term 1 or Program	No Refund

4. Non-Refundable Fees

- a. The following fees are non-refundable at any point:
 - i. Application Fee
 - ii. TPAT (Technology Programs Aptitude Test) Fee (if applicable)
 - iii. Admission Deposit
 - iv. Late Payment Fees (if applicable)
 - v. Payment Plan Fee (if applicable)



- b. As of Day 1 of Term 1, or Day 1 of the program for off-cycle programs, the following fees are non-refundable:
 - i. Infrastructure and Technology Fee
 - ii. Student Award Fund Fee
 - iii. Mandatory Program Fees (Consumable Fees, Kit Fees, Purchased Instruction Fees, if applicable)
 - iv. Health Insurance Fee (international students only)

5. Study Permit/Visa Rejection

- a. For international students who receive a study permit or visa rejection from Immigration, Refugees, and Citizenship Canada (IRCC) that does not allow them to begin their program of study at MITT, the following requirements and deadlines apply:
 - i. The application must be active. Admission must not have been cancelled, withdrawn, revoked or rescinded for any reason, including missed payment or other deadlines, prior to the study permit/visa rejection notice being received by MITT.
 - ii. The applicant must have applied for and received a study permit denial after being admitted to a program at MITT in order for it to be the basis of a refund of tuition and fees.
 - iii. Withdrawal requests due to study permit refusals by IRCC must be received by MITT Admissions prior to Day 1 of the program, or the regular refund policy will apply.
 - iv. An official study permit/visa refusal letter from IRCC or the Canadian Embassy and a completed withdrawal form are required no later than six (6) weeks after the date of rejection.
- b. Students who have withdrawn under the above conditions are eligible for a refund of the following fees:
 - i. Admission Deposit
 - ii. Tuition
 - iii. Payment Plan Fee (if applicable)
 - iv. Infrastructure and Technology Fee
 - v. MITT Student Award Fund Fee
 - vi. Mandatory Program Fees (Consumable Fees, Kit Fees, Purchased Instruction Fees, if applicable)
 - vii. International Student Health Insurance Fees



- c. Students who have withdrawn under the conditions stated in 5.a.i to 5.a.iv. are not eligible for the following non-refundable fees:
 - i. Application fee
 - ii. TPAT (Technology Programs Aptitude Test) Fee, if applicable
 - iii. Late Payment Fees (if applicable)

6. Requesting a Refund

- a. Where a student is eligible for a tuition adjustment based on the refund schedule, this will be reflected on their student account.
- b. Refunds are not automatically issued.
- c. Information on how to apply for a refund can be found on MITT's website.
- d. If a student has been deemed ineligible for a refund, the Financial Appeals policy describes the specific circumstances in which a student may have grounds to appeal for a full or partial refund of tuition and/or fees.
- e. Whenever possible, refunds are issued to the student in the same manner as the original payment method. In instances where it is not possible, refunds will be issued using another appropriate method.
- f. For students who are recipients of financial aid, third party sponsorship, scholarships, awards, or bursaries:
 - i. Refunds that result from a tuition adjustment based on the refund schedule will be issued first to the lender, third party, and/or scholarship, award or bursary fund. Any remaining refund will be issued to the student.
 - ii. Refunds that result from overpayment of fees, or duplicate payment of fees by both the student and the sponsor, will be refunded to either the lender, third party, scholarship, award or bursary fund, and/or to the student, as directed by the Financial Aid and Awards Office.

7. Re-Entry and Re-Registration Tuition and Fee Payment and Refunds

- a. Tuition and Fees are pro-rated based on the number of course hours required to complete the program. A flat rate is applied to applicable Work Integrated Learning. If the Work Integrated Learning course has not been previously attempted. Mandatory Fees may be assessed.
- b. Re-entry and re-registration tuition, fees and payment deadlines are communicated by MITT's registrar's office during the re-entry/re-registration process.
- c. Re-entry/re-registered students who are withdrawn may be eligible for a refund of tuition and fees. These situations are reviewed on a case-by-case basis and refund eligibility and amounts are communicated by MITT's registrar's office. A refund may be reduced by non-refundable fees.