

<b>University of Prince Edward Island</b>	<b>Policy No.</b> admregint0001	<b>Revision No.</b> 2
<b>Policy Title:</b> International Student Fee		<b>Page:</b> 1 of 3
<b>Creation Date:</b> March 20, 2001	<b>Version Date:</b> May 17, 2018	<b>Review Date:</b> March 17, 2023
<b>Authority:</b> Board of Governors	<b>Responsibility:</b> VP Administration and Finance	<b>WWW Access:</b> Yes

## 1. Purpose

- 1.1 To establish rules under which a differential fee, known as *International Student Fee*, is administered to international undergraduate and graduate students in addition to regular tuition fees.

## 2. Scope

- 2.1 This policy applies to all full-time and part-time students of the University of Prince Edward Island.

## 3. Definitions

The following definitions are used in the application of the International Fee for the purposes of this policy:

- 3.1 **International Student** - an individual studying in Canada under a Student Authorization/Study Permit issued by Immigration, Refugees and Citizenship Canada (IRCC);
- 3.2 **Full-time Student:**
- 3.2.1 for an undergraduate program, a student:
- 3.2.1.1 enrolled in nine (9) or more semester hours of credit in any semester, or
- 3.2.1.2 enrolled in a work term or internship for credit, or
- 3.2.1.3 enrolled in three (3) or more courses of the English Academic Program (EAP) or mix of EAP and credit courses
- 3.2.2 for a graduate program, a student who is defined as full-time within the University of Prince Edward Island Academic Calendar.

**3.3 Part-time Student:**

3.3.1 for an undergraduate program, a student:

3.3.1.1 taking less than nine (9) semester hours of credit in any semester, or

3.3.2.1 enrolled in less than three (3) courses of the English Academic Program (EAP) or a mix of EAP and credit courses

3.3.2 for a graduate program, a student who is defined as part-time within the University of Prince Edward Island Calendar.

**4. Authority/Responsibility**

4.1 The Board of Governors holds the authority for this policy.

4.2 Responsibility for the administration of this policy rests with the Vice President, Administration and Finance.

4.3 Responsibility for implementation of this policy rests jointly with the Comptroller and the Registrar.

**5. Policy**

5.1 All international students studying at the University of Prince Edward Island either as a full-time or part-time student are charged the International Student Fees. The exceptions are noted in Section 5.2 below.

5.2 The following students are **NOT** assessed an International Student Fee:

5.2.1 A Canadian citizen;

5.2.2 A Canadian permanent resident (formerly landed immigrant);

5.2.3 A visitor who has entered Canada as a properly accredited representative of another country, or of the United Nations; as a member of staff of any of the above; or as a member of a foreign military force;

5.2.4 A person who is sponsored and financially assisted by one of the following:

5.2.4.1 Global Affairs Canada (GAC)

5.2.4.2 International Development Research Centre

5.2.4.3 International Centre for Ocean Development

5.2.4.4 World University Service of Canada (WUSC)

5.2.5 Programs of financial assistance to students under an aid program of the United Nations or its agencies, provided such a program is recognized and assisted, directly or indirectly, by the Government of Canada.

- 5.2.6 A person who is receiving full financial support from a registered international charitable foundation whose aid program is primarily aimed at low-income developing countries.
- 5.2.7 A spouse or dependant of any of the above. A person who is a spouse or dependant of a Canadian Citizen or permanent resident must show proof of his/her dependant status having been established a minimum of three years prior to the application for exemption.
- 5.2.8 Doctor of Veterinary Medicine students who pay the DVM International Fee.

5.3 Other exemptions, in addition to those listed above, are considered on an individual basis, such as for students holding United Nations refugee status.

5.4 Retroactive exemption for the International Student Fee may be granted to those students who, while studying on a student authorization visa subsequently receive permanent residency status. In such cases, and upon submission of evidence of permanent residency status, if the international fee has already been paid, a refund will be provided for the semester in which that evidence has been submitted. In order to qualify for a refund under this section, evidence of permanent residency status must be provided to the Registrar prior to the end of the semester for which a refund is claimed.

## **6. Fee Approval**

6.1 The International Student Fee is approved by the University's Board of Governors in the schedule of fees contained in the annual University Operating Budget.

## **7. Review**

7.1 This policy is to be reviewed every five (5) years or as circumstances dictate.