

**--Please Read Carefully!--**

**Fall 2022 Semester International Students  
 Registration, Withdrawal/Refund Policies and Q&A**

**1) Important Dates for in-coming Fall 2022 semester**

Fall 2022	Dates
<b>Orientation</b>	<p><b>September 6<sup>th</sup>, 2022</b></p> <p>The detailed information and the registration link for the Orientation will be sent to you in the week of August 29<sup>th</sup>, 2022.</p> <p><b>**Mandatory for all international students who will be registered to start their program for Fall 2022.</b></p>
<b>Semester starting Date</b>	<b>September 7<sup>th</sup> (Wednesday), 2022</b>
<b>Registration Deadlines</b>	<b>September 20<sup>th</sup> (Tuesday), 2022 (Day 10)</b>
<b>Fall 2022 Withdrawal/Refund Deadline</b>	<b>September 20<sup>th</sup> (Tuesday), 2022 (Day 10)</b>
<b>Fall 2022 Deferral Deadline</b>	<b>September 20<sup>th</sup> (Tuesday), 2022 (Day 10)</b>


**2) Fall 2022 Program Delivery Mode**

**\*\*\*All students must return to college and study their program courses in person.**

**3) Key Registration Information and Processes**

- Fall 2022 Registration will start in the week of **July 25<sup>th</sup>, 2022**.
- **Only International students who have obtained their visa approvals and reported their visa approvals via OCAS IAS (where you submitted your application to us) will be registered for Fall 2022. So, it is very important that you upload a copy of your visa or PPR letter through the portal as early as possible, otherwise, your registration will not be guaranteed.**
- International students **who have applied for their visas but who have NOT yet obtained their visa decisions by the semester starts** will **NOT** be registered for Fall 2022 semester as there's **NO** indication that IRCC is going to extend the temporary online overseas study policy after this August.

- Once you are registered, an automatic email with the “**Confirmation of Registration**” letter (please refer to the below picture) will be sent to you and your agent through email. This letter includes all the required information such as **your tuition fee payment information** for the first semester/years, your **Northern college email address** and **your college student portal (Black Board) account access information** etc., which proves your registration/enrollment in our college for the September semester. This is your enrollment letter to get through the Canadian Border when you arrive in Canada. **The college will NOT issue any other enrollment letter to you until you finally arrive on the campus after September 20<sup>th</sup>, 2022.**



**OFFICE OF THE REGISTRAR- CONFIRMATION OF REGISTRATION**

AAAA, RRRRR **Student ID#:** 202102748  
 NEAR PRIMARY SCHOOL, SHAHEED BHAGAT  
 PUNJAB . **Issue Date:** 12/14/21 **Expiry Date:** 5/31/22  
 INDIA **Start Date:** 1/10/22 **End Date:** 8/16/22  
 151204

---

Program	Version	AAL	Status	Term
A003WA Early Childhood Education	2021	01	FULL-TIME	2021/22 WINTER

---

Course(s)	Course Code	Section#
Communications I - Model B	EC1913	220
Outdoor And Nature Play	EC1073	202
Child Development	EC1083	202
Intro to Early Childhood Education	EC1093	202
Observation/Documentation	EC1103	202
Pre-School Environment	EC2023	202
Infant Toddler Environment	EC4033	202

---

**Total Assessment:** 15,429.90 **Locker#**  
**Total Payment:** 15,637.00 **Computer ID:** AAAARRRR03  
**Balance Outstanding:** 207.10CR **Password:** 28348WZd **Domain:** SIGMA

**Payment Today:** .00 **Student Email:** BAAAARRRR2@NORTHERNC.ON.CA

**IMPORTANT**  
 Please complete your last enrolment step. Log in to your account on MyNorthern Student Portal at <http://www.mynorthern.ca/> with your Computer ID and Password. Here you will find everything you need to start learning, including your timetable, booklist, access to your Northern College email account, and to your courses through Blackboard. T2022A slips (for tax deductions) are also available through your account for students who have paid \$100.00 or more in eligible fees. Slips are not sent by mail. This form must be kept for future reference.

**Student Responsibilities**  
 You are responsible for ensuring that:  
 1. You alert the Registrar's Office if you have not completed the pre-requisite courses necessary for admission  
 2. You are registered in all the correct courses and section numbers  
 3. All courses necessary for graduation are completed successfully

**Fees**  
 A late registration fee of \$150 will be added to the fees of any student who has not paid their fees by the pre-determined date. Please refer to MyNorthern.ca for details.  
 Part Time students enrolled for individual or extra courses are assessed fees on the basis of credit hours and/or contact hours per term.

**Refund of Fees**  
**Full-time students** who withdraw from the College within 10 days after the start of the term may apply for a refund. For **International students** a non-refundable fee of \$1859.95 will be withheld for all students who request a refund, except in the cases of Visa Denials where an administrative fee of \$500 will apply. For **Domestic students** an administrative fee of \$500 will be levied against the refund. No refund of fees will take place for any reason after the 10<sup>th</sup> day of scheduled classes in any term. To effect the official withdrawal and receive a refund, the student must submit a completed Withdrawal Form by the end of the 10<sup>th</sup> day of scheduled classes of any term.  
**Part-time students** who withdraw prior to the 2<sup>nd</sup> scheduled class may apply for a refund. An administrative charge will be levied against the refund.

PO Box 3211, Timmins ON Canada, P4N 8R6 Tel: (705) 235-3211 Fax: (705) 235-7279  
 Website: [www.northern.on.ca](http://www.northern.on.ca)

**(Confirmation of Registration, CoR Letter)**

- For students who have reported their visa approval through the OCAS IAS portal (where you submitted your application to us) before July 22<sup>nd</sup>, your registration will be completed by July 29<sup>th</sup>, 2022. Please contact [international@northern.on.ca](mailto:international@northern.on.ca) if you do not receive your Confirmation of Registration letter from us by then. For students, who report their visa approvals to us after July 22<sup>nd</sup>, 2022, it will take two to three days to complete your registration after the day when you submit your visa approval through the OCAS IAS

portal. Once you are registered, the Confirmation of Registration (CoR) letter will be sent to you automatically via email. Please do not contact us prematurely!

#### 4) Deferral, Withdrawal, Refund Policies

##### a) Deferral

- Fall 2022 semester deferral deadline is **September 20<sup>th</sup>, 2022** provided that there are still seats available for that program in the next available intake or for any alternative programs. Deferral requests after this deadline will be assessed case by case and there's no guarantee the request will be approved; **Please submit your deferral request through OCAS IAS (where you submitted your program application)**. Any deferral request is encouraged to be submitted as early as possible. There's no guarantee that there will be seats available approaching the deferral deadline.
- Students can be deferred **only once** and to the next available intake without paying another \$100 application fee if they wish to study in the college when their visa is refused/delayed and provided that there is still a seat available for the program or any alternative program by then. Such a deferral must occur within one year from their visa refusal date and/or from the original admitted program start date. Each student can only be deferred once per college application. Any further deferral request in that year will not be accepted. Students will have to re-apply for the program if they wish to study in our college again.

##### b) Withdrawal/Refund Policy

- **Withdrawal/Refund Deadline: September 20<sup>th</sup>, 2022** (Day 10 of Fall 2022 semester)
  - For students who request a withdrawal due to personal reasons rather than visa refusals **BEFORE** Day 10 of that semester, a fee **deduction of CAD \$1,860 is applied**.
  - For students who request a withdrawal due to personal reasons rather than visa refusals, **AFTER** Day 10 of that semester **there is no refund**.
  - For students whose visas are refused, a \$500 fee deduction applies while the remaining fees paid to the college will be refunded provided that ALL the below three conditions are met:
    - 1) Notify [intlpayments@northern.on.ca](mailto:intlpayments@northern.on.ca) **within 5 business days** after their visas are refused; and
    - 2) The original visa refusal letters from Canadian High Commissioners/Canadian Embassy and other required documents are provided.

##### ➤ Withdrawal/Refund Procedure

**Important Notice: Starting from Fall 2022, all students who are already in Canada requesting for withdrawal/refund, MUST visit their campuses in person to complete the withdrawal procedure.**

➤ **To Withdraw/Obtain Refund**

**Step 1:**

a) **Visa Refusal:**

International students who are **outside** of Canada (do not obtain their visas by the start of the semester) and requesting withdrawal/refund **due to visa refusals**, please contact [intlpayments@northern.on.ca](mailto:intlpayments@northern.on.ca) requesting the withdrawal information and documents;

b) **Other reasons**

International students who are **in Canada** and requesting withdrawal/refund **due to other reasons** except visa refusal, **MUST** first schedule an appointment with the below advising department on their campus and then visit the advising department **in person** in order to complete the withdrawal/refund process.

**Timmins campus:** [advisingtc@northern.on.ca](mailto:advisingtc@northern.on.ca)

**Kirkland Lake campus:** [advisingkl@northern.on.ca](mailto:advisingkl@northern.on.ca)

**Haileybury campus:** [advisingserviceshl@northern.on.ca](mailto:advisingserviceshl@northern.on.ca)

**Step 2:**

All students who decide to withdraw **MUST** also submit their withdrawal/refund request via OCAS IAS portal (where you submitted your application to us after they complete above Step 1. If you do not have your account username and password of the OCAS IAS, please contact your agent or those who created the account for you for the access. **Any withdrawal/refund request which is not reported through the portal will NOT be processed until the information in the portal is updated.**

**5) Visa Notification**

- **Visa approval notification through OCAS IAS is required. The college does not guarantee a seat to students who seek to register without advance notice of visa approval.**
- You must upload your study visa copy in OCAS IAS (where you submitted your application) within **5 Business Days** after your visa is approved.
- IRCC has **NO** intention to extended the temporary distant learning outside of Canada policy after August 31<sup>st</sup>, 2022. With that being said, to study online

outside of Canada after August 31<sup>st</sup>, 2022 seriously threaten your PGWP eligibility. Thus, we require all students to return on campus by the start of Fall 2022 semester to ensure you will be eligible for PGWP and your PGWP length will not be impacted.

## 6) Accommodation

For students who need help on accommodation, please refer to the below information:

### ➤ On-campus College residence:

**Timmins Campus:** [residence@northern.on.ca](mailto:residence@northern.on.ca)

(Please refer to the information via <https://www.northerncollege.ca/campuses/timmins/residence/>)

**Haileybury Campus:** [choprav@northern.on.ca](mailto:choprav@northern.on.ca)

(Please refer to the information via <https://www.northerncollege.ca/campuses/haileybury/residence/>)

### ➤ Off-campus College Residence

**Timmins Campus:**

Melanie Barry [barrym@northern.on.ca](mailto:barrym@northern.on.ca)

Or scan and join in the below group: +1 705 406 5659



**Haileybury and Kirkland Lake Campus:**

Vaibhav Chopra [choprav@northern.on.ca](mailto:choprav@northern.on.ca)

Or Cell/WhatsApp: +1 705 650 0033

## 7) Travel to Canada Procedure

➤ Please contact [international@northern.on.ca](mailto:international@northern.on.ca) for the travel support documents

## 8) Travel to Canada Policy Update

➤ Travel policy updates and requirements (<https://travel.gc.ca/travel-covid/travel-restrictions/visitors-workers-students#students> )

➤ Arrival testing changes for all air travelers, starting **July 19, 2022:**

Mandatory random arrival testing resumes for air travelers qualified as

fully vaccinated. All COVID-19 testing for all air travelers will be done outside of Airports. Travelers who must test will receive an email shortly after entering Canada.

**9) Coop/Intern Work Permit**

Please review your offer/LOA letter to see if your program requires a coop/intern Work Permit or not. If so, please refer to the information via the IRCC website <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.htm> for application. **Please apply for a coop/intern work permit when you apply for your study visa.** You will not be allowed to start your work term, field placements or clinical practice if you do not have such a work permit. It usually takes 6 months or longer to obtain the work permit if you apply for it after arriving in Canada. Please refer to <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html> on how to apply.

**10) Seasonal apparel in northeastern Ontario**

<b>Spring, Summer, Fall (April – Oct)</b>	<b>Winter Preparation (Nov-Mar)</b>
Variable weather, breezy, warm summer days (30+ C)	Snowfall throughout, breezy, Jan/Feb temps (-20 C or less)
Long and short-sleeved shirts Long slacks, jeans, shorts Sandals, socks & shoes Light sweater/hoody Light jacket – waterproof, wind-proof	Mid-length winter jacket with inside lining or insulation and waterproof Snow pants Winter hats/toque for warmth Mittens (not gloves) Winter socks and boots Sweater

Watch the below video which can help you prepare for our winter ☺

<https://www.youtube.com/watch?v=Xj4SlaV9eJo>

**Q & A**

- 1. Deadline to submit Visa Copy/Approval letter and deadline to drop from the registered courses for Fall 2022 intake, in the event of visa denial or while still the student has not received his decision on visa application.**

Please refer to the information on page 1, 3 and 4 of this document. September 20<sup>th</sup>, 2022 (Day 10) of the Fall 2022 semester will be the deadline for program registration, deferral, withdrawal, and refund. There's no extension after this deadline.

- 2. In case of visa refusal, will the student be allowed to defer to next available intake? If yes, what would be the last date to apply for deferral?**

Students can request a deferral (if they meet the deferral conditions on page 3 of this document, eg, first deferral request within one year since their program started etc,) if their visa is refused. They must submit the deferral request via international OCAS IAS portal (where they submitted their program application to the college). Submit your deferral request as early as possible rather than last minute due to the limited seat capacity.

**3. Visa Approval Notification –Required for registration**

***Our registration procedure is changed starting Fall 2022. Only those students who report to us their visa approval by uploading a copy of their visa or PPR letter before the start of the semester will be registered. Please refer to the information on page 1 and 2 of this document.***

**4. Will late arrivals be accepted if they receive their visa after the start date of classes in Fall 2022 intake.**

**Late enrolment and Late arrival after Day 10 is NOT permitted for Fall 2022 semester as IRCC does not intend to extend the temporary online overseas study policy...and ANY late arrival is disruptive to programming for which student work groups have been formed, lessons and projects launched etc.**

**5. If students miss the refund deadline of that semester due to various factors which are out of the students' or the agents' control, for example, they are waiting for the approval of their visa requests, can they still be refunded?**

Students must pay attention to each of the deadlines the college published and strictly follow these deadlines. They must evaluate their visa processing timeline, the potential risks and then make their own decision whether to submit their refund application or not by the deadlines. The college can review the case but there's no guarantee that a late refund application will be accepted/approved after these deadlines.