



--Please Read Carefully!--

Winter 2023 Semester International Students Registration, Withdrawal/Refund Policies and Q&A

1) Important Dates for in-coming Winter 2023 semester

Winter 2023	Dates
Orientation	<p style="text-align: center;">January 6th, 2023</p> <p>The detailed information and the registration link for the Orientation will be sent to you in the week of January 2nd, 2023 via email.</p> <p>**Mandatory for all international students who will be registered to start their program for Winter 2023.</p>
Semester starting Date	January 9th (Monday), 2023
Registration Deadlines	January 9th (Monday), 2023
Winter 2023 Withdrawal/Refund Deadline	January 20th (Friday), 2023 (Day 10)
Winter 2023 Deferral Deadline	January 20th (Friday), 2023 (Day 10)

2) Program Change/Cancellations

*** The below your program changes information had been sent you and your agents (if applied by email from October 26th to November 8th, 2022. If you are not aware of these changes yet, please check the email account you used to apply the college and follow the instructions in those emails.

Program Campus Change	Program Cancelled
	Bachelor of Computer Science
Computer Science Engineering Technician (Kirkland Lake Campus) move to Timmins Campus	
	General Arts & Sciences
	Social Service Workers (Timmins) Early Childhood Education (Timmins)
	GAS English
	Business General (HL, KL); Accounting, Human Resources, Business marketing, Global Business Entrepreneurship (2 Years Diploma) on all three campuses
	Pre-health Science Pathway



4715 Hwy 101 East
South Porcupine, Ontario
Canada P0N 1H0
Phone: 705-235-3211 F. 705-235-7277

3) Winter 2023 Program Delivery Mode

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

4) Key Registration Information and Processes

- Winter 2023 Registration started on **November 22nd (Tuesday), 2022**.
- 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 Winter 2023 in priority**. **So, it is very important that you upload a copy of your visa (Not PPR) through the portal as early as possible, otherwise, your registration will not be guaranteed.**
- Once you are registered, an automatic email with the “**Confirmation of Registration**” letter (please refer to the below picture) will be sent to you 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 January 20th, 2023.**

N Northern COLLEGE
OFFICE OF THE REGISTRAR- CONFIRMATION OF REGISTRATION

NAME: 20220
YEAR PROGRAM STARTED, FINISHED SEMESTER: Student ID#: 202212740
PROGRAM: Session Dates: 12/14/22 Registry Dates: 5/15/23
COURSE: Start Dates: 1/16/23 End Dates: 5/14/23

Program	Year/Level	SEM	Session	Term
ACTIVA Early Childhood Education	2022	SL	FALL-2022	2022/23 WINTER

Course(s)	Course Code	Fee/Amount
COMMUNICATION 2 - Social &	CC202	222
Outdoor And Outdoor Play	CC170	222
Child Development	CC180	222
Teach In Early Childhood Education	CC180	222
Observation/Documentation	CC120	222
Pre-Infant Environment	CC200	222
Infant Toddler Environment	CC100	222

Total Assessment: 22,440.00
 Total Payment: 22,440.00
 Tuition Guarantee: 22,440.00
 Payment Today: .00

Linkcode: XXXXXXXXXX
 Computer ID: XXXXXXXXXX
 Student Email: XXXXXXXXXX@NORTHERN.CA

IMPORTANT
 Please complete your enrollment fees. Log in to your account on MyNorthern Student Portal or MyPhone application with your Computer ID and Password. Have your debit card ready for online payment, including your Province, Student Number in your Northern College email account and in your online payment. **YOUR fees for Admission and your account through your account for students who have paid 2000 in advance in English fees. Fees are non-refundable. This form is valid for 30 days.**

Student Responsibilities
 You are responsible for ensuring that:
 1. You are registered in all the correct courses and session numbers.
 2. All course prerequisites for graduation are completed successfully.

Fees
 A late registration fee of 200 will be assessed to the fees of any student who has not completed their fees by the pre-determined date. Please refer to MyNorthern for more details for International or other students who submitted fees on the basis of credit hours and/or contact hours per term.

Refund of Fees
 Refundable students who withdraw from the College within 15 days after the start of the term may apply for a refund. The administrative fee of 200 will be assessed to all students who withdraw or request a refund, except in the cases of New Students within 30 days of the start of the term. For Students outside an administrative fee of 200 will be assessed against the refund. The amount of fees will then show for your session after the 15th day of the term. To allow sufficient advance notice and request a refund. The student must submit a completed Withdrawal Form by the end of the 15th day of the term. Refundable students who withdraw prior to the 15th announced date may apply for a refund. An administrative charge will be assessed against the refund. **Non-refundable students who withdraw after the 15th announced date may not apply for a refund.** An administrative charge will be assessed against the refund. **Non-refundable students who withdraw after the 15th announced date may not apply for a refund.**

PO Box 3211, Timmins ON, Canada P4N 8R5 Tel: (705) 235-3211 Fax: (705) 235-7279
 Website: www.northern.on.ca

(Confirmation of Registration, CoR Letter)

- For students who have reported their visa approval through the OCAS IAS portal, we will register you for your program. It usually takes 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!

5) Deferral, Withdrawal, Refund Policies

a) Deferral

- Winter 2023 semester deferral deadline is **January 20th, 2023**, provided that there are still seats available for that program in the next available intake or for any alternative programs. **Deferral requests will be processed basing on "First Come, First Served" principle.** 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: January 20th, 2023** (Day 10 of Winter 2023 semester)
 - For students who requested withdrawal/refund due to personal reasons rather than visa refusals **BEFORE** Day 10 of that semester, a fee **deduction of CAD \$1,860 is applied** if they have completed the whole withdrawal/refund procedure (eg, they have submitted withdrawal request via OCAS IAS, have visited their campus in-person talking to Advisors and have submitted all the required documents before the above deadline).
 - For students who request a withdrawal due to personal reasons rather than visa refusals, or who have submitted their withdrawal request but have not visited the campus in person or have not provided all the required documents before the above deadline, **there is no refund for that semester AFTER** Day 10 of that semester.

- 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 **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.
- There will be **no international insurance refund** after January 31st, 2023. International students who withdraw from college can still use their international insurance anywhere in Canada.

➤ **Withdrawal/Refund Procedure**

Important Notice: All students who are already in Canada requesting for withdrawal/refund, MUST visit their campuses in person to complete the withdrawal procedure no matter which city they are in.

➤ **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 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

Kirkland Lake campus: advisingkl@northern.on.ca

Haileybury campus: 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.**

6) Visa Notification

- **Visa approval report through OCAS IAS is mandatory. 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.

7) International Student Insurance

- Every international student whose study status is “registered” or “enrolled” (or who have received the “COR” letter) will be mandatorily insured by the Morcare International Student Insurance plan, which is equivalent to OHIP (Ontario Health Insurance Plan).
- **Early Arrival:** Insurance shall commence up to 30 days prior to semester start date when in transit. However, international students will not be able to get their international insurance certificate and their insurance account will not be activated until **sometime after day 10 of the semester**. Any medical expenses incurred during their travel, arrival in Canada but before their international insurance accounts are activated, **students can pay the expenses first and meanwhile keep all the payment receipts**. Once your insurance accounts are activated after day 10, you can then **claim** the expenses from Morcare. Please refer to the information via [Northern College \(International Students\) - Morcare](#)
- **Family Insurance:** You may elect to add the family plan at anytime **within 30 days** of the effective date of your insurance (**30 days prior to the start of your semester**). The family plan will **NOT** be accepted if you do not opt in your family within the 30-day period. Please visit www.morcare.ca
- **Please note:** The annual Intl Health Plan fee cannot be pro-rated for non-September starts (Winter or May intake students) or non-August completions (students who will graduate in each April or December).

8) Accommodation

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

- **On-campus College residence:**

Timmins Campus: residence@northern.on.ca

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

Haileybury Campus: choprav@northern.on.ca

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

➤ **Off-campus College Residence**

Timmins Campus:

Jasdeep Kaur studentresources@northern.on.ca or 705-235-3211 Ext. 2319

Or please scan the QR code to join the NC Timmins housing
WhatsApp Group



Haileybury and Kirkland Lake Campus:

Vaibhav Chopra choprav@northern.on.ca
Or Cell/WhatsApp: +1 705 650 0033

9) Travel to Canada Procedure

- Please contact international@northern.on.ca for the travel support documents

10) Travel to Canada Policy Update

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

11) 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.

12) Seasonal apparel in northeastern Ontario

Spring, Summer, Fall (April – Oct)	Winter Preparation (Nov-Mar)
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>

13) Holiday Campus Closure

All the campuses of the holiday will be closed from **December 24th, 2022** to **January 2nd, 2023**. Staff and Faculty will return to work on January 3rd (Tuesday), 2023. **Emergency contact during holiday: +1 705 363 6598.**

Q & A

- 1. Deadline to submit Visa Copy/Approval letter and deadline to drop from the registered courses for Winter 2023 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 and 3 of this document. **January 9th, 2023** will be the semester start date, registration and deferral deadline for the Winter 2023 semester. There's no extension after this deadline. **Students who got visa approval but will not be able to arrive on campus before January 9th, 2023** will need to submit deferral requests via OCAS IAS portal for next available intake.

- 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 –Mandatory for registration

Our registration procedure is changed starting Winter 2023. Please refer to the item 4) on page 1 of this document for the detailed information.

4. Will late arrivals be accepted if they receive their visa after the start date of classes in Winter 2023 intake.

Late enrolment and Late arrival after January 9th, 2023 is NOT permitted for Winter 2023 Semester. ANY late arrival is disruptive to programming for which student work groups have been formed, lessons and projects launched etc.

Students who got visa approval but will not be able to arrive on campus before January 9th, 2023 will need to submit deferral requests via OCAS IAS portal for next available intake.

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.