

# Tuition Policy for students who obtained their Permanent Residency

## 1. Policy Statement

Students that wish to claim price adjustments to their tuition who have recently obtained their permanent residency (PR) shall review this policy document and follow the outlined processes to obtain a permanent resident tuition pricing tier.

## 2. Procedures and Conditions

- 2.1 Students shall send their PR card scanned (both sides) to TSoM Student Finance [studentfinance@torontosom.ca](mailto:studentfinance@torontosom.ca). Supporting documents, such as your landing papers or proof of your application for permanent residency, are not required. Please ensure that your full name and student number are included in the subject line.
- 2.2 Claims must be sent to [studentfinance@torontosom.ca](mailto:studentfinance@torontosom.ca) within 30 days of your program start date, as per your initial program contract agreement with TSoM.
- 2.3 Students must ensure that they have no outstanding and overdue balances with TSoM before they make their claim to the student finance department.

## 3. APPROVED

- 3.1 The student finance department will email you to inform you, the student, that your claim has been approved by the finance team.
- 3.2 The student finance department will provide you with an updated contract amendment that you must sign and send back to [studentfinance@torontosom.ca](mailto:studentfinance@torontosom.ca).
- 3.3 Please notify Student Services [studentservices@TorontoSoM.ca](mailto:studentservices@TorontoSoM.ca) to inform them that you have recently obtained your permanent residency. Please send Student Services a copy of your scanned PR card (both sides) as well.
- 3.4 Ensure you adhere to your updated payment schedule, outlined in your contract amendment, as outstanding balance policies and consequences will still apply.

#### **4. DENIED**

- 4.1 Students have a right to appeal the result provided by the finance team. Please send an email to [studentfinance@torontosom.ca](mailto:studentfinance@torontosom.ca) for your decision to be reviewed. Please provide all supporting documentation and the reasoning behind why you should have a permanent resident tuition pricing.
- 4.2 The email will be reviewed by the Operations Manager, and the final decision from the Operations Manager will be final.

*Last Updated: March 22, 2022*