COLLEGE POLICY

Policy No. & Title: **A-121 Academic Withdrawal**
Policy Sponsor: Vice-President, Operations
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

Purpose
To establish the guidelines for students who choose to withdraw from their program or are required to withdraw from their program according to College policies.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Program of Study: A suite of courses, that when grouped by the College, provide the knowledge base required to meet the learning outcomes.

POLICY
Student Initiated Withdrawals
1) Students have the right to cancel a contract within five (5) days of signing it if they deliver a written notice of cancellation to the College at the address shown on the contract.
2) Such students are entitled to a full refund of fees paid for the program, including any application fee, from the College.
3) Once admitted to their program of study, and the student has passed the five (5) days to withdraw from the College at any point in their program of study.
4) Any student wishing to withdraw from the College must provide a written termination letter outlining their reason(s) for a withdrawal request and meet with the Campus Director/Remote Education Director.
5) The student will be considered a full-time/part-time student dependant on their program choice – and charged as per College requirements– until the written termination notice is received.
6) Students who withdraw from the College and have received any type of 'student loan', are responsible for its repayment as required by their bank, the Government, and/or the College.
7) Refunds for any overpayment to the College will be made in strict compliance with Ministry/Departmental guidelines.
8) Students who withdraw from the College will have their access to the learning management systems cancelled effective the date of their withdrawal. Access to e-mail and student web is restricted but not cancelled.

9) Students who withdraw from the College are no longer provided the rights and privileges of a College student, however, any encumbrances or sanctions (Code of Conduct, Academic Integrity, *etc*.,) will remain in force.

College Initiated Withdrawals

10) The College reserves the right to withdraw a student from a program of study without their signature for, but not limited to, Code of Conduct, Academic Integrity, Academic Progression, Attendance, Medical, or Health & Safety violations, ***or*** the following specific cases:
    a) If a student has signed a contract and does not show up to start their program on the contract start date (regardless of contract status), the Contact Status must be changed to 'No Show' by the Campus Director/Remote Education Director and the student will not be an 'Active Student'.
        i) Educational consultants are not permitted to change the status.
    b) If a student is auditing a class/program and does not convert their status from 'audit' to 'enrolled' within the defined time limit (see A-111 Academic Progression – *Cancellation*), the student will be withdrawn from the program.
11) The student will be notified of their College Initiated Withdrawal, typically by e-mail.
12) Students who are withdrawn from the College will have their access to the learning management systems cancelled effective the date of their withdrawal. Access to e-mail and student web is restricted, but not cancelled.
13) Students who are withdrawn from the College are no longer provided the rights and privileges of a College student, however, any encumbrances or sanctions (Code of Conduct, Academic Integrity, *etc*.,) will remain in force.

Related Policies

A-119 Grades, Evaluations & Exams
A-111 Academic Progression
A-145 Academic Appeals
A-109 Student Code of Conduct
A-103 Attendance
P-101 Health & Safety
C-401 Admissions

Supporting Documents/Forms

A-121p Academic Withdrawal - Procedure