



SUBJECT	Withdrawal from the College
<p><u>BACKGROUND</u></p> <p>The College is concerned that a student who is considering withdrawal from the College be provided with all possible help in assessing his/her situation and in determining an appropriate course of action. For this reason, it is suggested that the student meet with an advisor/ coordinator/ Executive Regional Director/Associate Regional Director/Director and, when appropriate, with other members of the teaching staff before making his/her final decision to withdraw.</p> <p><u>POLICY</u></p> <p>Tuition fees (with the exception of confirmation and non-related fees) will be refunded if the student officially withdraws within the first ten (10) scheduled class days of the semester.</p> <p>Students who officially withdraw within the first ten (10) class days of the scheduled start of the semester will not incur academic penalties.</p> <p>Students who officially withdraw after ten (10) class days but prior to the next semester will be entitled to receive a refund in full of any fees paid in advance for subsequent semesters.</p> <p><u>REFERENCES</u></p> <p>Ontario Colleges of Applied Arts and Technology Act 2002 O/Reg 34/03 Minister’s Binding Policy Directive – Tuition and Ancillary Fees</p> <p><u>PROCEDURE</u></p> <ol style="list-style-type: none"> 1. The student must obtain a “Withdrawal Application Form” from Student Services. 2. To withdraw officially from the College, the student is required to meet and obtain signature from the following: Student Services Advisor, Coordinator, Executive Regional Director/Associate Regional Director/Director, Learning Resource Centre staff, and Financial Aid Officer, if appropriate. 3. A student who officially withdraws from the College, as specified in the Student Handbook, has withdrawn from all courses, including Open Learning and Ontario Learn courses, unless otherwise specified. 	

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