

Ch5-s1-10**STUDENT MEMBERS OF CANADA'S RESERVE FORCE**

Responsible Authority:	Office of the Vice President Academic
Approval Authority:	Senior Team
Date First Approved:	2012-06-12
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Mandatory Review Date:	2024-09-01

PURPOSE

This policy is intended to support students who are members of Canada's Reserve Force. Confederation College (the College) has therefore adopted special provisions to ensure these students are not disadvantaged academically or financially as a consequence of their participation in military activities.

SCOPE

This policy applies to all students who are members of Canada's Reserve Force recognizing the contributions that Reservists make to Confederation College.

When in conflict, Reservists may be granted special consideration with regard to attendance, mode of delivery, availability of study materials (when available), assessment requirements and refund of fees.

DEFINITIONS

Word/Term	Definition
Canada's Reserve Force	A college student who is an active member of Canada's Department of National Defence (DND) and the Canadian Armed Forces.
Reservists	Active members of Canada's Reserve Force.
Reserve Service	To attend one or more training courses or military exercises during the academic year, or deployment as part of a sanctioned military operation.

POLICY

This policy details the process for special consideration to be granted to students who are Reservists.

The granting of the following support for student Reservists will not compromise the academic integrity of Confederation College.

PROCEDURE

Action

Responsibility

1. APPLICATION AND APPROVAL

The granting of special consideration under the provisions of this policy is subject to a prior written request by the student and approval by the College.

- 1.1 A request for special consideration is to be submitted by the student on Confederation College's prescribed form, "Request for Exceptional Withdrawal/Refund Review" as soon as is reasonably possible before the date of the training course, military exercise or deployment, and in compliance with the College's other Academic rules.

Student

- 1.2 Confederation College may approve a Request for Exceptional Withdrawal/Refund by a student if, at the College's discretion, it determines that:

Registrar's Office

- a) the student is being, or has been, disadvantaged financially or academically as a result of participation in military activities;
- b) the disadvantage is so substantial as to warrant the granting of special consideration to this student by the College; and
- c) the request has been submitted in compliance with Confederation College's Academic Rules.

- 1.3 If approved, the student shall, as far in advance as is reasonably possible, provide the College with a statement signed by their Commanding Officer detailing the date(s) and time(s) when attendance at the military exercise(s), training course(s) and/or deployment is to take place.

Student

- 1.4 Forms or statements required for the purposes of this policy are to be submitted by the student by mail or hand-delivered to the Registrar's Office at 1450 Nakina Drive, P.O. Box 398, Thunder Bay, Ontario, P7C 4W1.

Student

- 1.6 The Registrar will advise the Dean/Chair who will advise faculty of any courses in which the student has applied for special consideration.

Registrar

2. IMPLEMENTATION

In the event the College approves an application by a student for special consideration under the provisions of this policy, the College shall have absolute discretion in determining what special considerations are to be granted and how to effect the implementation of such consideration.

- 2.1 Confederation College may grant one or any combination of the following types of special consideration upon approval of a request:

Registrar/Dean/Chair

- a) a waiver of compulsory attendance requirements, provided that attendance is not crucial for any health or safety reasons, occupational or educational;
- b) the provision of learning materials in an alternate format than those normally provided if it is determined that the College is reasonably able to develop or produce effective alternate learning materials for the student;
- c) a waiver of assessment requirements or extensions of assessment deadlines, not to exceed thirty days after the end of the study period, or alternatively, should the preceding options prove to be insufficient to remedy a disadvantage as described in section 1.2, the College may grant an allowance for the student to withdraw from courses or programs without penalty, including, but not limited to:
 - (i) a refund for tuition and fees associated with the course(s) or program(s), and
 - (ii) withdrawal without receiving a grade of "fail" for the course(s) or program(s).

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| <p>2.2 The College may reject any application or rescind any approvals made if, in its discretion, it finds that an application has failed to meet the requirements of this policy, including for reasons such as, but not limited to, the following:</p> <ul style="list-style-type: none"> a) the application fails to demonstrate a need for special consideration as set out in the Purpose of this policy; b) the application fails to identify the requirements for special consideration set out in Scope of this policy; c) the student fails to submit the application or any documentation subsequently required in a reasonable amount of time in advance of the date(s) specified in paragraph 1.3; or d) the student is negligent, willfully misleading or in non-compliance with Confederation College's Academic Rules during any part of the application process | Registrar's office |
| <p>2.3 After the College has rendered a decision with regard to an application under the provisions of this policy, notice of its decision and any other information relevant to it will be provided to the applicant and the faculty for any courses in which the student has applied for special consideration.</p> | Registrar's Office |
| <p>2.4 The College shall work with and assist faculty, coordinators, Deans or Chair, in a reasonable capacity, to implement any special considerations granted under this policy.</p> | Registrar's Office |
| <p>2.5 The rejection of an application by Confederation College does not preclude any professor from providing any special consideration within their jurisdiction.</p> | Registrar/Faculty |
| <p>2.6 The granting of special consideration to a student under this policy does not in any way waive said student's obligation to meet or follow any of Confederation College's Academic Rules, unless explicitly stated in the notice given to the student regarding the approval of his or her application.</p> | Student |

SUPPORTING DOCUMENTATION

Appendix 1 Request for Exceptional Withdrawal/Refund Review Form

RELATED POLICIES

[5-5-03 Charter of Students' Rights and Responsibilities](#)

RELATED MATERIALS

N/A



REQUEST FOR EXCEPTIONAL WITHDRAWAL/REFUND REVIEW FORM
(Please submit your completed form to the Registrar's Office)

Student Number: _____ Name: _____

Phone #: _____ Email: _____

Program: _____

Term: _____ Last date attended: _____

Student Signature: _____ Date: _____

EXTENUATING CIRCUMSTANCE FOR REVIEW/EXCEPTION
(Requests will not be considered unless supporting documentation is attached i.e. doctor's note.)

- Serious medical condition of student-indicate with attached documentation
Dates: From To
- Death of student, parent, sibling, spouse or child – specify your relationship below.
- Life-threatening illness to spouse, parent or child.
- Military Leave
- Other: Specify

If you haven't already done so and if the committee does not grant your request for refund or exceptional withdrawal, would you like to remain in the program and/or course(s).

- Yes I will continue with the program.
- No, please withdraw me.

EXPLANATION OF EXTENUATING CIRCUMSTANCES (you may attach additional pages if necessary):

PLAN FOR RETURN (IF APPLICABLE - you may attach additional pages if necessary):

EXCEPTIONAL WITHDRAWAL/REFUND

The Withdrawal from the College operating practice at Confederation College is developed in accordance with the Ministry of Colleges and University's Tuition and Ancillary Fees Minister's Binding Policy Directive, which states in part: Students who submit formal notification of withdrawal from a full-time program of instruction, are entitled to a refund of tuition and ancillary fees within 10 business days of the beginning of a semester or the beginning of the period for which the student paid fees. Students that are eligible for funding under the College Funding Framework are entitled to a refund of the full tuition and ancillary fees for the semester or program period less \$500 (deposit amount), and a refund in full of any tuition and ancillary fees paid in advance for subsequent semesters.

The Exceptional Withdraw/Refund Request process is set in place in order to assist students who have had significant changes in their circumstances that prevent them from continuing their attendance for a particular term and/or to consider reducing the financial hardship experienced by these students. These circumstances generally revolve around students' (or their families') medical conditions, death in the family or military deployment.

ADDITIONAL INFORMATION REGARDING EXCEPTIONAL WITHDRAWAL/REFUND REQUESTS

1. Submission of the request does not guarantee grade change or refund. Academic status, payment, late fees, etc. remain the responsibility of the student. Students will be notified via their email provided on the Request for EXCEPTIONAL WITHDRAWAL/REFUND REVIEW FORM of the outcome of the request.
2. Academic difficulty, disagreement on instruction, change in major, etc. are not considered exceptional circumstances.
3. Approval of each instructor is required if there is a request to withdraw past the term's last day to withdraw without Academic Penalty. If you have been unsuccessful in contacting the instructor(s), please contact the Coordinator, Chair, Dean of the School, Regional Director or Registrar's Office for assistance.
4. Request to review past "F" grade(s) must be made within two years of the end of the requested term. Grades assigned for over two years are not available for consideration for a withdrawal due to exceptional circumstances.
5. Third-party documentation may be required and needs to show that the exceptional circumstances occurred immediately prior to or during the requested term. If you have difficulty in identifying the type of documentation needed, please contact the Registrar's Office for assistance.
6. Students who have received orders to report for active duty (military service) can request a "withdrawal" of all requested courses and a 100% reversal of tuition and fees will be processed. Confirmation of the orders is required.
7. In some situations a student may receive a credit applied to their student account. If a refund is issued the payment will be processed by cheque to the student (some exception apply with respect to International students). Cheques will be issued approximately 6 weeks after receipt of the withdrawal form. For OSAP funded students, refunds will be issued to the National Student Loans Service Centre (NSLSC). Refunds for sponsored students will be sent to the sponsoring agencies.