

<b>Policy Title</b>	<b>Withdrawal from the College Policy</b>
<b>Policy Holder</b>	Registrar's Department
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	Ch5-s1-05 Withdrawal from a Course Ch5-s1-08 Program Re-admission Operating Practice Ch5-s5-03 Charter of Students' Rights and Responsibilities Ch5-s5-02 Student Code of Conduct <a href="#">International Refund Policy</a> (links to webpage)
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2023-Aug-01
<b>Next Review Date</b>	2026-Aug-01

## Purpose

The policy defines the process for students to complete a withdrawal from a post-secondary program of study at Confederation College.

## Scope

This policy applies to all full-time post-secondary students registered at Confederation College.

## Definitions

Word/Term	Definition
Full-time student	Occurs when a student is registered in a college program for at least 70 percent of the student contact hours or 66.66 percent of the courses required for the program in a given semester or a student is registered in a minimum of 147 credit hours in a ministry approved post-secondary program of study.
Part-time student	Occurs when a student is registered in one or more course comprising of less than 70 percent of the student contact hours or 66.66 percent of the courses required for a full-time program in a given semester or a student is registered in less than 147 credit hours in a ministry approved post-secondary program of study.
Refund deadline	The refund deadline date is the 10th business day after the start of classes. The date is published in the Academic Calendar annually.

Withdrawal	Is the removal of a student from a course or program that is initiated by the student.
Withdrawal without academic penalty	Is the removal of a student from a course or program without being academically penalized. This withdrawal is initiated by the student.
Designate	The persons responsible for advising students regarding academic matters. This includes the following individuals Program Coordinator, Dean, Regional Director, Chair, Counsellor or Student Success Advisor.
Exceptional withdrawal/Refund	The Exceptional Withdraw/Refund Request process 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.

## Governing Laws and Regulations

Minister's Binding Policy Directive: Framework for Programs of Instruction  
Ontario Qualifications Framework

## Policy Statements

Full-time students withdrawing from a program at the College are required to submit a completed College Withdrawal Form.

In accordance with the Ministry of Training, College and Universities binding directives on Tuition and Ancillary Fees, students who submit formal written notification of withdrawal to the Registrar's Office, within 10 business days of the beginning of the semester are entitled to a refund of tuition and ancillary fees as follows:

1. Domestic students who submit a completed withdrawal form for a full-time program of study within 10 business days of the beginning of the semester are entitled to a refund of the full-tuition and ancillary fees for the semester of the program less \$500.00 non-refundable deposit. Tuition and ancillary fees paid in advance for subsequent semesters will be refunded in full.
2. International students who submit a completed withdrawal form for a full time program of instructions within 10 business days of the beginning of the semester are entitled to a refund as stipulated on the following web page providing all conditions are met:  
[www.confederationcollege.ca/international-students/refund-policy](http://www.confederationcollege.ca/international-students/refund-policy)
3. The effective date of withdrawal is the date on which the completed and signed Withdrawal Form is received by the Registrar's Office.
4. A properly completed, dated and signed Withdrawal Form will be the only item used to determine allowable tuition fee refunds for full-time students.

5. To withdraw officially without academic penalty from a 14 week semester, a student must complete the Withdrawal Form prior to November 15th (fall), March 15th (winter), July 15th (spring) or by specified dates as published in the Student Handbook.
6. Withdrawals received after the ‘withdrawal without academic penalty’ deadline will be processed, however F grades will be assigned to each course registration at the time of withdrawal.
7. For students receiving OSAP funding, refunds will first be payable to the National Student Loan Services Centre for credit against existing loans as per Section N – Student Declaration of the OSAP application for Full-time students.
8. If a student believes they are in an exceptional circumstance that prevents them from continuing their attendance for a particular term and/or contributes to financial hardship, the student can complete the request form. Refer to accompanying procedural document and the appendix attached.

## Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

## Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-20