



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.
- 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 Training, 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.