

Withdrawing from your program

If you are contemplating a full program withdrawal from the college you must consult with your Program Coordinator or a Student Success Advisor.

It is essential that, upon leaving, you complete an Official Withdrawal Form which can be found at the Information Hub. This form completes your permanent academic record at Confederation College. Withdrawals will not be processed until the withdrawal form is completed and submitted into the Registrar's Office. Faxed or emailed withdrawal forms will be accepted for Regional and Distance Education students signed by the Campus Manager. Telephone withdrawals will not be accepted.

The effective date of withdrawal is the date on which the withdrawal notification is received in the Registrar's Office.

Failure to attend classes does not constitute an official withdrawal. If you unofficially withdraw from the College (simply stop attending), without giving formal written notification you will be awarded F grades in each course registration.

Refunds from full time programs

If you officially withdraw before the beginning of the semester, you are entitled to a refund of your tuition less \$500.00 administration fee.

If you officially withdraw **within the first 10 business days** from the start of your program (check academic calendar for official dates), you are entitled to a refund of your tuition less \$500.00 administration fee.

If you withdraw **after 10 business days** from the start of your program (check academic calendar for official dates), or change to part time status, no refund will be issued.

If you deferred your fees and withdraw after **10 business days** from the start of your program, you will still be liable for payment of any outstanding fees owing to the college.

Please note

- Penalty fees are non-refundable
- You are liable for any outstanding balances on your account when you withdraw.
- Within the same semester the College may consider an exception to the refund policy if the student has experienced an unanticipated, extenuating medical problem or if there has been a death of the student's immediate family. An exceptional refund form must be submitted along with medical documentation. The refund review committee will review all exceptional refund requests and will determine if a refund is granted. The decision of the committee is final and not subject to appeal. Students must officially withdraw from the College prior to submitting their request.

OSAP Recipients

If you are in receipt of OSAP funding, you will need to be aware of the following:

OSAP applications that have not had their enrolment confirmed

- If the Financial Aid Office has not confirmed your enrolment for the academic year, then your OSAP file will be closed.

OSAP applicants who have had their enrolment confirmed

- Confirmation of enrolment by the Financial Aid Office gave approval to the ministry to release funds. If you were in receipt of OSAP loan funding, any refunds on tuition/fees will be sent to the National Student Loan Service Centre to pay against your student loan.
- Your OSAP file will be updated with your withdrawal date and you will be re-assessed for the number of weeks you attended school full time.
- If your re-assessment results in an amount less than what you have already received, you may have an over-award on your OSAP file for that particular year. One over-award does not restrict you from receiving OSAP funding in the future, however, a second over-award will, until the second over award amount is repaid.
- Leaving full time studies early will mean that you will not have met academic progress which is a requirement of students in receipt of OSAP funding. Academic progress is monitored for the academic year. You will be notified if you have not met academic progress. Failure to meet academic progress may result in being placed on probation or restriction.
- When you withdraw from full time studies, you will then go into repayment on your student loan six months after you stop being a full time student. Please ensure you are in contact with the National Student Loan Centre (NSLSC) at 1-888-815-4514, and confirm that they have your current contact information. You may at this time inquire about your eligibility for the Repayment Assistance Program.
- In order to be eligible for the Ontario Student Opportunity Grant, you must be enrolled as a full time student for a minimum of two semesters within an academic year. Failure to be enrolled full time for two semesters will result in you not being considered for this grant.
- When you withdraw from full time studies within 30 calendar days of the first day of classes, the National Student Loan Centre will convert all or part of any Canada Student Grants that have been issued to you into a loan.