

# Compassionate Withdrawal Policy

**Effective Date: April 1, 2010**

## **1.1. Policy Statement:**

- 1.1.1 A student who is unable to continue his/her studies for medical or emotional reasons may request a complete withdrawal from the program.

## **1.2. Procedure:**

- 1.2.1. The granting of a compassionate withdrawal will be governed by the following regulations:

- 1.2.1.1 To be eligible for a compassionate withdrawal, a student must be in good academic standing in all courses in which she/he is enrolled at the time the medical or emotional or other problem developed.

- 1.2.1.2 Compassionate withdrawals will be considered under, but not restricted to, the following circumstances:

- 1.2.1.2.1. Serious and incapacitating injury to the student;

- 1.2.1.2.2. Serious and incapacitating medical or emotional illness of the student;

- 1.2.1.2.3. Serious injury to or illness or death of a member of the student's immediate family (child, spouse or spouse equivalent, father, mother, brother, sister).

- 1.2.2. A request for a compassionate withdrawal must be submitted using the Compassionate Withdrawal Form, to the Office of the Registrar, as close as possible to the time that the student's attendance or performance is adversely affected (no more than one week after the event) and must be accompanied by appropriate supporting documentation (e.g., medical certificate) which is sufficiently detailed and specific enough to support the student's request. The College reserves the right to contact the signatory of any supporting document to confirm or clarify the information presented therein. The request will not be processed until all supporting documentation has been submitted to the Office of the Registrar.

- 1.2.2.1 The Registrar will process and forward the above stated documents to the Vice-President within two (2) business days.

- 1.2.2.2 The Vice-President will then review all submitted documents and render a decision within seven (7) business days and notify the Office of the Registrar of their decision. In considering a compassionate withdrawal, the Vice-President, (or designate) will take into consideration the timing of the request. The Vice-President (or designate) will render a decision on the request after consulting with the instructor(s), Academic Director, or relevant Faculty Chair, as appropriate.

1.2.2.3 The Registrar will notify the student of the decision within two (2) business days.

1.2.3. A student, who is permitted to withdraw from a program on compassionate grounds, will be entitled to a refund (if applicable), calculated on a pro-rata basis, of any tuition fees paid to the College. Under no circumstances will an Application or Materials Fee be refunded.

1.2.4. A refund owing to a student must be paid within thirty (30) calendar days from the decision of the Vice-President, (or designate).

**1.3. Relevant Form(s):**

1.3.1 Request for Compassionate Withdrawal