



WITHDRAWAL POLICY: COURSES

Policy:

Students are strongly advised to complete all courses in which they enroll and are encouraged to discuss withdrawing with their instructor(s) and Student Advisor, before taking action. The following are the steps to take for withdrawal:

1. If a student decides to withdraw from a program, he/she should ask VIC Front Desk/Student Advising Staff for a *Notice of Withdrawal Form*.
 - a. The student should complete, sign, and date the form, then ask their instructor to also sign and date the form.
 - b. The student must then submit the form to a VIC Student Advisor.
2. Refunds are calculated according to VIC's Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.
3. An international student whose application for a study permit has been denied is entitled to a refund under *PCTIA Bylaw 38.3*, if a copy of the denial letter is provided to VIC prior to the program start date.

Procedure:

All staff at VIC, and especially Student Advisors, should encourage students to complete all courses in which they enroll. Student Advisors are responsible for discussing withdrawals with students, and providing any required assistance for the student to complete the *Notice of Withdrawal Form*. The Student Advisor must ensure the student and their instructor completes, signs, and dates the form. The Student Advisor must then calculate any refund according to *VIC's Tuition and Fee Refund Policy* and the date on which the written notice of withdrawal is received will be used to determine any refund owing.