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Student Withdrawal
Name of Policy

December 20, 2019
Implementation Date

Senior Education Administrator
Positions(s) Responsible

December 20, 2019
Date of Last Revision

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Director Admissions. Refunds are calculated according to ACE Community College Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

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 ACE Community College prior to the program start date.

Procedure:

1. The student sends a dated written notice to the Admissions Administrator.
2. Within 5 school days of the original notice of withdrawal if the student has not rescinded the withdrawal then if appropriate a refund initiated according to the Tuition and Refund Policy.
3. If the student has not yet paid the tuition fee but ACE Community College is entitled to retain tuition and fees due under the contract action will be initiated to recover the unpaid fee due.

International students:

1. Students denied a Study Permit must provide the institution with a copy of the denial letter prior to the program start date as set out in the institution's most recently issued Letter of Acceptance.
2. Students denied a Study Permit will receive a refund defined in the Tuition and Refund Policy.
3. If an international student's Study Permit application has not been completed by the start date identified in the institution's Letter of Acceptance and the student so notifies the institution, at the request of the student, the Institution may issue a second Letter of Acceptance for a later start date with an additional \$200 administrative fee.

4. Should a student fail to advise the institution or choose to withdraw for other reasons a refund may be provided, if appropriate, according to the standard refund policy for all students as per the Tuition and Refund Policy.