

## **Course and Program Withdrawal Policy**

### **Tuition Refund Policy**

Students choosing to withdraw from courses must notify the Registrar before the end dates specified below to be eligible for refunds. If a course is cancelled due to insufficient registration, course payment is refunded in full. This policy also applies for students wishing to withdraw from one course and enrol in a different course.

*Intensive courses (week-long):* refundable up to the end of the first day of course (\$150 withdrawal fee), after this date the transcript will show "Withdraw-Fail"

*Learning Circles (10-day):* refundable up to the end of the second day (for shorter length courses the time frame will change for the refund) (\$150 withdrawal fee), after this date the transcript will show "Withdraw-Fail"

*Internet courses and face-to-face courses that take place over a period longer than a week:*

- up to the end of the second week of the course – full refund – no W on transcript
- up to the end of the third week of the course – 75% refund – W on transcript
- up to the end of the fifth week of the course – 50% refund – W on transcript
- up to end of the sixth week of the course – 25% refund – W on transcript
- after the sixth week of the course – no refund, Withdraw-Fail on transcript.

*Audit courses:* Non-refundable after the second week

*Switching from credit to audit:*

- up to the end of the second week of the course – 50% refund
- up to the end of the sixth week of the course – 25% refund
- after the sixth week – no refund

Program students must obtain the approval of their Faculty Advisor in order to drop a class. (Occasional students should contact the Registrar's Office at St. Andrew's College directly.)

*Late payment:* A student will not be permitted to register for a new semester until all fees for the previous semester have been paid. Degrees will not be conferred and transcripts will not be released until all outstanding fees have been paid to the College. There is a late payment charge of 10% of the outstanding balance.

### **Program Withdrawal**

*Student Initiated Withdrawal:* To withdraw from a program a student must indicate their intention in writing to their Faculty Advisor.

*Automatic Withdrawal:* If a student has not paid their annual program fee for 2 years, a lock will be placed on their Populi student account. The Registrar will then contact the student directly by registered letter to notify them of the subsequent withdrawal. If a student wishes to stay in their program they must pay the outstanding annual program fee to keep their student status current.