

C.10 Tuition Refund for Withdrawals

Academic Matters

Nunavut Arctic College

Nunavut Arctic College Tuition Refund for Withdrawals

POLICY

Students may withdraw from a course or program without financial penalty if Course/Program Withdrawal Procedures are followed.

PRINCIPLES

1. Nunavut Arctic College recognizes that a student may have to withdraw from a course or program prior to its completion.
2. Under circumstances defined in this Policy a student who withdraws, or their sponsor, may be eligible for a tuition refund.

PROCEDURES

Withdrawal from a Course (dropping a course)

1. Voluntary withdrawal from a course must be made in writing and communicated to the student's instructor
2. The instructor or program manager will complete the required documentation (NAC Registration form for dropping a course) authorizing possible refund of tuition for non-sponsored students.
3. If the course is a brokered university or partnership course, withdrawal procedures and regulations are subject to the brokered partner's policies. Students should consult with the partner organization prior to dropping the course.

Withdrawal from a Program

1. Students who wish to voluntarily withdraw from their complete program of studies must inform their Program Coordinator/Senior instructor in writing, stating the reason for their withdrawal.
2. The Program Coordinator/Senior instructor will complete the required documentation (NAC Withdrawal Form for program withdrawal) and submit to the Registrar and to the sponsoring agency if the student is sponsored.
3. The student or sponsor will submit a copy of the Withdrawal Form and validated tuition receipts to the Registrar when requesting a refund.

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4. Non-sponsored students or student sponsors may be eligible for a tuition refund if withdrawal occurs no later than three (3) weeks after the program start date. If the student has any outstanding debts to the College the amount owing will be deducted from the refund.
5. If the program is a brokered university or partnership program, withdrawal procedures and regulations are subject to the brokered partner's policies. Students should consult with the partner organization prior to program withdrawal.
6. The student/sponsor is eligible for the following refunds:

Withdrawal from Full Time Studies: Certificate or Diploma Program

- 100% refund: Withdrawal Form received by the Registrar no later than two (2) weeks prior to the first day of classes in the student's first term of study.
- 50% refund: Withdrawal Form received by the Registrar no later than three (3) weeks after classes commence in a specific session: a 100% refund will be given for any subsequent sessions that have been prepaid.
- No refund: No refund will be administered after three (3) weeks of class.

Withdrawal from Part Time Studies, a Single Course – Certificate/Diploma Courses

- 100% refund: Withdrawal Form received by the Registrar two (2) weeks prior to the first day of class.
- Less 10% refund: If the Withdrawal Form is received by the Dean or designate prior to delivery of the third class, the student shall received a full refund less a ten percent (10%) administration fee. Exceptions to this policy will be noted in all College and Campus calendars.
- No refund: No refund will be given if the Withdrawal Form is received by the Registrar after the third class.

Withdrawal from Continuing Education Programs

- 100%: Withdrawal Form received by the Registrar prior to the delivery of the class.
- Less 10% refund: Withdrawal Form must be received by the Registrar prior to the delivery of the third class.
- No refund: No refund will be given if the Withdrawal Form is received by the Registrar after the third class.

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7. Non-attendance at class/workshop or telephone conversation advising withdrawal does not constitute official withdrawal.
8. The effective date of withdrawal is the date stamped on the Withdrawal Form when the Registrar has received it.
9. Exceptions to this Policy must be approved by the President or designate.