

Policy on Compassionate Withdrawal

CATEGORY: Student – Administrative

ISSUE DATE: July 27, 2018

LAST REVISION DATE: October 13, 2018

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Compassionate Withdrawal*”, has been created to outline the process by which students may be granted a compassionate withdrawal.

It is the policy of the College to formalize the process as outlined below. Definitions of terms used in this policy can be found in the *Policy Glossary*.

Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. REGULATIONS AROUND COMPASSIONATE WITHDRAWAL

- 1.1. A student who is unable to continue their studies for medical or emotional reasons may request a complete withdrawal from their Program.
- 1.2. A student will be permitted to withdraw from a Program in which the student is enrolled if the student delivers to Student Services a Notice of Withdrawal or a copy of a refusal of a study permit, by email, by registered mail or in person.

2. COMPASSIONATE WITHDRAWAL PROCEDURE

- 2.1. To be eligible for a compassionate withdrawal, a student must be in Good Academic Standing in all Courses in which he or she is enrolled at the time the medical, emotional or other problem developed.
- 2.2. A request for a Compassionate Withdrawal must be submitted to Student Services using the Compassionate Withdrawal Form, as close as possible to the time that the student’s attendance or performance is adversely affected (but not 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.
- 2.3. Compassionate withdrawals will be considered under, but not restricted to, the following circumstances:
 - ❖ Serious and incapacitating injury to the student;
 - ❖ Serious and incapacitating medical or emotional illness of the student;
 - ❖ Serious injury, illness or death of a member of the student’s immediate family (child, spouse or spouse equivalent, father, mother, brother, sister).
- 2.4. The College reserves the right to contact the signatory of any supporting document to confirm or clarify the information presented therein.

- 2.5. The request will not be processed until all supporting documentation has been submitted to Student Services.
- 2.6. Student Services must process and forward the above stated documents to the Campus Director (or designate) within two (2) business days of receipt of all documentation.
- 2.7. The Campus Director must review all received documentation and render a decision within seven (7) business days and notify Student Services of their decision. In considering a compassionate withdrawal, the Campus Director, (or designate) will take into consideration the timing of the request and the views of the relevant Faculty Members.
- 2.8. Student Services must notify the student of the decision within two (2) business days.
- 2.9. Applicable refunds must be paid within thirty (30) calendar days as outlined in the *Policy on Refunds*.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1003 – Compassionate Withdrawal Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative oriented policies under the Student Policies category. The **Policy # ST-018 - Policy on Refunds** may be applied in conjunction with this policy.