

Policy on Compassionate Withdrawal

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Compassionate Withdrawal* outlines the process by which students may be granted a compassionate withdrawal.

Definitions of terms used in this policy can be found in the *Policy Glossary*.

Scope

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

Policy

1. REGULATIONS: COMPASSIONATE WITHDRAWAL

- 1.1. A student who is unable to continue their studies for serious medical, compassionate, or mental health reasons may request complete withdrawal from their Program.
- 1.2. The student must submit the Notice of Withdrawal Form by email, by registered mail, or in person to Student Services.

2. ELIGIBILITY FOR COMPASSIONATE WITHDRAWAL

- 2.1. To be eligible for a compassionate withdrawal, students must be in Good Academic Standing in all Courses in which they are enrolled at the time the medical, compassionate, or mental health issues develop.
- 2.2. The College will consider compassionate withdrawals in, but not limited to, the following circumstances:
 - ❖ Serious and incapacitating injury to the student;
 - ❖ Serious and incapacitating medical or emotional/mental 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).

3. COMPASSIONATE WITHDRAWAL PROCEDURE

- 3.1. Students who are submitting a request to Student Services must:
 - 3.1.1. Use the Compassionate Withdrawal Form.
 - 3.1.2. Attach supporting and detailed documentation (e.g., medical certificate) with the request; and
 - 3.1.3. Submit the request within one week of the event, or before their attendance or performance is adversely affected. Requests submitted more than one week after the event will not be accepted.

- 3.2. Students must submit, and Student Services must receive all supporting documentation before the request can be processed.
- 3.3. The College reserves the right to contact the signatory of any supporting document to confirm or clarify the information presented therein.
- 3.4. Student Services must forward the student's request to the Vice President within two (2) business days of receiving all the required documentation.
- 3.5. The Vice President will render a decision and notify Student Services of the decision within seven (7) business days. The Vice President may consider the timing of the request and the views of the relevant Faculty Members when making the decision.
- 3.6. Student Services must notify the student within two (2) business days of receiving the Vice President's decision.
- 3.7. The College will issue the student with any applicable refund(s) as determined within the scope of this policy 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.