

Withdrawal Policy

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Policy Lead	Director of SAS	Revision History	
Department	SAS		

Policy Purpose

This policy covers the circumstances under which formal withdrawal occurs from a MaKami College (the “College”) program.

Students may choose to withdraw from their program before completion for many reasons. Since this decision could impact the student’s educational future, they are required to meet in person with a Student Advisor or a member of the SAS or SALT team to discuss their decision.

The College may also choose to terminate the student from their program, as described in the Policy Details below.

Definitions

- **Enrolment Contract:** the legal agreement between the student and the College that specifies how the College provides its education, relevant deadlines, as well as the tuition the student pays. Both parties sign the Enrolment Contract prior to the commencement of the study period.
- **Pilot Program:** a new College Program that has not had more than one cohort of students who have enrolled.
- **Program:** the required coursework, upon completion, that leads to a student graduating and receiving a certificate or diploma, as approved by the Ministry of Advanced Education.
- **SALT:** the Strategic Academic Learning Team is a department of the College that supports students by removing any barriers to their education. This includes academic support, curriculum modifications, accommodations, counselling and funding.
- **SAS:** Student Advisory Services is a department of the College that helps students with all the resources needed before they begin school and during school, such as enrolment and student funding.
- **Withdrawal:** discontinuing enrolment in a College course or program before the student has completed the required coursework. Some (but not all) reasons for withdrawal may include student choice, medical reasons, non-payment of fees or academic misconduct. Either the student or the College can initiate the withdrawal.

Scope

This policy applies to:

- All students enrolled/registered in any of the College's credit programs.
- All students, including staff, who enrolled for one of the College's Pilot Programs.
- All admitted and unclassified learners.

Policy Details

- 1.0 Withdrawing from a program may be initiated by the student or the College, at the College's discretion.
- 2.0 Withdrawal means the student cannot complete the program. If the student wishes to re-enrol in that same program, they must follow the Admissions Policy.
- 3.0 The Enrolment Contract outlines the academic and financial consequences of a withdrawal based upon the amount of time that has elapsed in each program as of the date of withdrawal.
- 4.0 Students, employees, and contractors of the College are responsible for learning, understanding, and following the College's policies, procedures and/or other documents relating to their contracts with the College.

Relevant Documents or Legislation

- Enrolment Contract
- Withdrawal Procedure
- Student Initiated Withdrawal Form
- College Initiated Withdrawal Form
- Fee Payments and Refunds Policy
- Fee Payments and Refunds Procedure