

Policy Title: Withdrawal Policy

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar

Administrator(s) Responsible: Student Services Coordinator(s); Enrolment Services and Registration Officer(s); Compliance Officer

Revision Date: November 26, 2024

Effective Date: November 26, 2024

Next Review Date: December 31, 2026

Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) is committed to supporting its students in successfully completing their programs of study, however, we recognize that different external factors can contribute and/or cause a student to no longer wish to pursue their studies with us. If they decide to withdraw, students should be aware of the procedure as well as the different consequences of their withdrawal.

This policy applies to all students enrolled in a program of study at CCTB.

Purpose of the Policy

This policy outlines the withdrawal process students must follow if they wish to withdraw from their program of study at CCTB.

Policy Statement

1. Withdrawal Process

1.1. Process for Students Before Enrolment: Students must fill out the Withdrawal Form on the Student Portal (<https://students.canadianctb.ca>). Student Services will not process any withdrawal request made through email if a student has not been enrolled yet.

1.2. Process for Students Post-Enrolment: Students must make a formal request for the Withdrawal Form from the Student Services Department and submit it to the Registrar's office in person, or by email at registration@canctb.ca. The Registrar will then approve the form and process the withdrawal request. The Registrar will proceed with approving a refund according to the *Tuition Refund Policy*.

- 1.2. Any student wishing to withdraw must submit a Withdrawal Form and proof of the reason for withdrawal, such as a Letter of Acceptance from another institution, a return ticket to their home country, a doctor's note, etc.
- 1.3. If a student withdraws after the designated registration deadline, all assessments that were recorded are counted as attempts. Non-attendance in classes and failure to maintain Good Academic Standing are not considered grounds for withdrawal.
- 1.4. If a registered student does not withdraw from a program or course after the program or course start date and is considered non-attending, the student will be dismissed according to the CCTB Student Dismissal Policy.

2. Student Disclaimers

- 2.1. Foreign nationals holding a valid study permit for CCTB must notify Immigration, Refugees, and Citizenship Canada ("IRCC") regarding changes to a Designated Learning Institution (DLI) through applying for and receiving a new study permit. Study permit holders are generally not allowed to pursue studies at another institution without an updated study permit.
- 2.2. Withdrawal from CCTB may result in failure to comply with the conditions of the study permit, as stipulated in *IRPR* ss. 221 and 220.1(4). CCTB reserves the right to update the IRCC of students' enrolment through regular DLI compliance reporting, including those of students who withdrew.
- 2.3. Withdrawal from CCTB may affect future StudentAid BC eligibility for Canadian nationals or lawful Permanent Residents.

3. Refund Process

For details about the refund process after a withdrawal, please refer to *CCTB Tuition Refund Policy*.

Related Legislation

- Immigration and Refugee Protection Act
- Immigration and Refugee Protection Regulations

Related Policies

| Policy Name | Policy Number |
|--------------------------|---------------|
| Student Dismissal Policy | |
| Tuition Refund Policy | |

Document History

| Date | Approval/Review/Key Change(s) |
|-------------|--|
| 26 Nov 2024 | Included language on revised IRCC requirements for changing DLIs |
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