



Withdrawal Policy

Name of Policy

September 01, 2021

Implementation Date

Chief Executive Officer

Position(s) Responsible

September 01, 2021

Date of Last Revision

ARV Canada College Withdrawal Policy is intended to provide guidance for students wishing to withdraw from a program of study at the College.

Procedure

1. Any student wishing to withdraw from a program of study must submit a written notice of withdrawal (together with any supporting documentation, if applicable) to the College Administrator or Senior Education Administrator, in person, by email or by registered mail. The notice of withdrawal must clearly state the date on which the student intends to withdraw.
2. International students providing a copy of a refusal of study permit are considered to have withdrawn for the purposes of this policy.
3. The College will follow its **Tuition Refund Policy** in calculating any refund due to a student who withdraws.
4. The College will refund fees paid for course materials that have not been delivered to the student.
5. Students withdrawing from study must return any related equipment or supporting materials which have not been paid for by the student immediately upon withdrawal from their program of study.
6. Equipment and/or materials must be returned in original condition as issued.
7. Failure to return all equipment and materials in its original condition will result in a deduction for reasonable replacement costs of the equipment or material from any refund payable to the student. If no refund is due to the student, the institution will issue an invoice to the student for reasonable replacement costs of the equipment or materials or any unpaid tuition in accordance with the **Tuition Refund Policy**.