

POLICY:  <b>Student Withdrawal Policy</b>		POLICY NUMBER: <b>AC-009-A1</b>
		PREVIOUS/REPLACES: <b>Student Manual</b>
APPROVED BY: <b>Academic Council</b>	EFFECTIVE DATE AS OF: <b>February 3, 2022</b>	PRIOR VERSIONS: <b>November 1, 2021</b>

## 1. Policy Statement

Herzing College understands that circumstances may, from time to time, make continuation of studies impossible for students. This policy provides procedures to smoothly facilitate students' withdrawal from Herzing College.

## 2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

## 3. Procedure

1. Withdrawal may be categorized as either Active or Passive. Active withdrawal occurs when the student initiates the withdrawal, which may be for any reason. Passive withdrawal occurs when the College initiates the withdrawal, such as for violations relating to the Attendance Policy, Academic Standards Policy or Academic Integrity Policy.
2. Students who wish to withdraw must do so by contacting the Academic Dean or Registrar via telephone, mail, e-mail, or in person. The Academic Dean will meet with the student and complete the Change in Student Status form to formally withdraw the student. If the student perceives they can return at a later date, a new schedule may be drawn up for that student at this time. Copies of the new schedule should be emailed to the student, retained in the student's file, and sent to the relevant departments for processing and scheduling.
3. The Education Funding Office is to be consulted to determine the financial implications for withdrawing, particularly by those students receiving financial assistance. Regardless of the reason for withdrawal, the student's last date of attendance is used in calculating tuition earned and therefore any balance owed by the student or any refund due to the student. The refund policy of the College will conform to any applicable provincial regulations regarding withdrawal from a program. Any refunds due to students or funding agencies will be made within 30 days of the notice or determination of student withdrawal.
4. Withdrawals within the first two weeks of a program will result in no tuition owed.

## 4. Administration

The Academic Dean or designee will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Academic Council in 2025.

## 6. Reference

- Herzing College Student Manual
- AC-001-A2 Academic Integrity Policy
- AC-002-A2 Academic Standards Policy
- AC-008-A1 Attendance Policy