



## PROGRAM WITHDRAWAL AND REFUND POLICY

Classification:	Academic
Responsible:	Director, Administration Team
Executive Sponsor:	Director
Approval Authority:	Director
Date First Approved:	June 1, 2021
Date Last Reviewed:	July 29, 2024
Scheduled Review Date:	December 1, 2026

### A. PURPOSE

The Program Withdrawal Policy describes the formal withdrawal process which is required when a student;

- Chooses to discontinue their studies
- Is expelled from the program
- Fails to submit required documents (such as Criminal Record Check)
- Fails to adhere to the Attendance Policy
- Fails to achieve a passing grade in one of their modules
- Cheating, falsification, and/or plagiarism
- Gross misconduct and/or any form of harassment

### B. SCOPE

This policy applies to all students enrolled in a licensed diploma or certificate program at The Learning Company.

### C. DEFINITIONS

#### **Student**

A student is an individual who has applied for admission, is currently enrolled, or has previously been a student at The Learning Company.

#### **Student Record**

A Student Record is the information which is contained within a student's file which may include personal information, admission, registration, academic, and disciplinary history at The Learning Company.

### D. POLICY

The Learning Company has a formal withdrawal process for when a student chooses to discontinue their studies prior to the program end date.



## 1. Withdrawal Process

- a. Students may not withdraw from individual courses and remain registered in others. A student withdrawal from the programming will be applied to all courses within the program in which the student is registered.
- b. Ceasing to attend classes does not constitute an official withdrawal.
- c. The date in which a student submits a written request will be considered the date of withdrawal for grading and tuition refund purposes.
- d. A student who makes a withdrawal request, but then decides not to withdraw must retract the withdrawal request formally in writing by email or letter within 5 days of the original request.
- E. Related Legislation  
Private Vocational Institutions Act and Regulations  
<https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=237/2002>

## F. PROCEDURE

### Action

### Responsibility

#### Withdrawal Request

A student must submit a request to withdraw from their program but submitting it in writing.

Student

#### Withdraw Request Review

Once the request is received, the Director reviews the request, the administrative process to complete the request begins. The Director will use the official date to determine the amount of tuition outstanding or to be refunded to the student. This determination is completed as per the regulations for Private Vocational Colleges in Manitoba. In compliance with Sections 16, 21, 23 and 24 of the Private Vocational Institutions Act and Regulations.

Director

<https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=237/2002>

#### Student Notification

The student is sent a notice of the completed withdrawal Calculation.

Director

#### Student Deactivation

The Director will deactivate the student's email and Learning Management System accounts.



the LEARNING company

**Approved:** July 29, 2024

**Approved by:** The Learning Company Leadership Team

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