

Policy Title: Withdrawal Policy

Approved by: Campus Director

Executive(s) Responsible: Associate Director, Student Services/Registrar; and Associate Director, Compliance and Risk Management

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

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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. An email notice of withdrawal will not be accepted.

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. Disclaimer for International Students

2.1. As an international student, in order to maintain your status in Canada, you must notify Immigration, Refugees, and Citizenship Canada ("IRCC") regarding changes to your Study Permit, which was initially issued to study with the Canadian College of Technology and Business (CCTB), a Designated Learning Institution ("DLI").

2.2. Withdrawal from the program in which you were enrolled will result in failure to comply with the conditions of your study permit, as stipulated in s. 221 of the *Immigration and Refugee Protection Regulations* ("IRPR"), and, hence, you will no longer be in compliance with R220.1(4).

2.3. The school will report to the IRCC that you are no longer enrolled in the program of study and subsequently the IRCC has the right to cancel your study permit and work permit, even if they do not receive the physical documents from you. In other words, the permits you currently hold will automatically become invalid within the period of time allowed by the IRCC. You must leave Canada within the number of days allowed by the IRCC, starting from your last day of classes, unless you enroll at a different institution and change your Designated Learning Institution ("DLI").

2.4. Additionally, be aware that you must cease all work and/or studies. If you continue to work from this point on, it will be considered as working illegally in Canada, which could lead to your removal from Canada, deportation, and/or ban from entering Canada for up to five (5) years.

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)