

## **Aurora College Experience Guarantee Temporary Changes to Aurora College Policies – COVID-19**

### **C.30 Student Withdrawal**

Because of COVID-19, the following sections of policy C.30 Student Withdrawal are in place for the fall semester of 2020 (all other sections of policy C.30 Student Withdrawal remain in place).

**Section 1.7** – A student may withdraw from an Aurora College program or course without academic penalty if they withdraw prior to November 7, 2020.

**Section 1.10** – A student who withdraws after November 6, 2020 and who does not receive approval for withdrawal due to extenuating circumstances will receive a fail (F) mark.

**Other** – On the Student Withdrawal Request Form, the student shall clearly state the reasons for withdrawal and shall circle reason #7 other and write “Aurora College Experience Guarantee” in the Comments section of the form. The student is further asked to complete a short exit survey which will help Aurora College to improve its programs and services in the future.

Students may receive a tuition refund (see policy J.01 and temporary changes to policy J.01 below).

### **Deadlines**

October 9, 2020 – last day to withdraw and receive 100% tuition refund

November 6, 2020 – last day to withdraw and receive 50% tuition refund

Policy C.30 and these temporary changes do not apply to Continuing Education courses.

## **J.01 Program-Courses Withdrawal Tuition Refund**

Because of COVID-19, the following sections of policy J.01 Program-Courses Withdrawal Tuition Refund are in place for the fall semester of 2020 (all other sections of policy J.01 Program-Course Withdrawal Tuition Refund remain in place).

**Section 1.3** – The College will refund 100% of the program or course tuition when, prior to October 10, 2020:

- A part-time student withdraws from a course; or
- A full-time student withdraws from a course and becomes a part-time student; or
- A full-time student withdraws from a program; or
- In all cases where tuition is calculated based on each course and not full-time / part-time status.

**Section 1.4** – The College will refund 50% of the program or course tuition when, after October 9, 2020 but prior to November 7, 2020:

- A part-time student withdraws from a course; or
- A full-time student withdraws from a course and becomes a part-time student; or
- A full-time student withdraws from a program

**Section 1.5** – The College will make no tuition refund to a student who withdraws from a program or course after November 6, 2020.

**Other** - On the Withdrawal Tuition Refund Form, the Admissions Officer will write in the appropriate section of the form:

- Prior to October 10, 2020 – 100% of tuition paid
- After October 9, 2020 and prior to November 7, 2020 – 50% of tuition paid
- After November 6, 2020 – No tuition refund

**C.44 Registration**

Because of COVID-19, the following sections of policy C.44 Registration are in place for the fall semester of 2020 (all other articles of policy C.44 Registration remain in place).

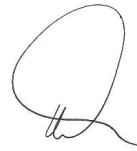
**Section 6.5** – A student who withdraws from a course under the Aurora College Experience Guarantee as outlined above in C.30 Student Withdrawal and prior to November 7, 2020 will be allowed three registrations in the course.

**Authority**

These temporary changes to policy are made by the President, Aurora College under the authority of Aurora College policy G.04 Crisis and Emergency Management, sections 3.1 and 3.2.

**APPROVED**

**PRESIDENT:**



**DATE:**

Jun 26, 2020

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## **POLICY**

Established processes permit a student to withdraw from a program or course.

## **PRINCIPLES**

1. Students are responsible for managing their own studies and learning.
2. Students may decide to withdraw from a program or course.
3. Students should be able to withdraw from a program or course without academic penalty.

## **SCOPE**

This policy applies to students registered at Aurora College who are withdrawing from a program or course after the add/drop deadline.

### **1 WITHDRAWAL FROM A PROGRAM OR COURSE**

- 1.1 Students shall follow the student withdrawal process.
- 1.2 Non-attendance is not considered a notification of intention to withdraw from a course or program.
- 1.3 Students are responsible for completing a Student Withdrawal Request Form.
- 1.4 Instructors shall provide the Student Withdrawal Request Form.
- 1.5 The program or course instructor and program manager at the campus or community learning centre shall review and sign the form acknowledging that they are aware of the student's intentions.
- 1.6 Students shall forward the completed form to the Campus Admissions Office (representing the Office of the Registrar) closest to their place of study.
- 1.7 Students may withdraw from an Aurora College program or course without academic penalty if they withdraw prior to the completion of one half of the program or course delivery.
- 1.8 A student whose academic performance is significantly affected by extenuating circumstances (see Definitions section of the Policy and Procedures Manual) may be permitted to withdraw, without academic penalty, from a program or course after the

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withdrawal deadline of one half of the program or course delivery. Such requests must be supported by documentation and approval of requests shall be made by the Registrar whose decision on the matter shall be final.

- 1.9 Withdrawing from a program or course before the deadline will not result in an academic penalty for the student.
- 1.10 A student who withdraws after the deadline and does not receive approval for withdrawal due to extenuating circumstances will receive a fail (F) mark for the course(s) they are taking at the time of withdrawing.
- 1.11 A student who is registered in a program or course which is being delivered by Aurora College through an agreement with another post-secondary institution, trade organization or other accrediting body may be required to abide by the withdrawal policy of the organization with which the College is partnered.

#### **SUPPORTING PROCEDURES, FORMS, AND RULES**

The Vice President, Student Affairs (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

#### **RELATED POLICIES**

J.01 Course Withdrawal Tuition Refund

#### **RELATED AURORA COLLEGE BYLAWS**

None

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**FACT SHEET****DATES:**

1996-04-11	Policy <i>C.30 Student Withdrawal</i> issued.
1997-03	Policy revised. Policy and Planning Committee Motion PPC#12-1997. Board of Governors Motion BG#41-1997. Implemented June 30, 1997.
2011-04-07	New format approved and implemented. Board of Governors Motion#BG14-2011.
2012-01-31	Policy revised. Board of Governors Motion#BG09-2012. Implemented February 1, 2012.
2020-04-14	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-07-2020. Implemented April 14, 2020.