

## **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

**POLICY**

Aurora College may provide a tuition refund when a student formally withdraws from a program/course(s).

**PRINCIPLES**

1. Aurora College recognizes that a student may have to withdraw from a program/course(s) prior to its completion.
2. Under circumstances defined in this policy a student who withdraws may be eligible for a tuition refund.

**SCOPE**

This policy applies to regular Aurora College programs and courses and continuing education courses that are 30 hours or greater.

**1 REGULAR PROGRAMS AND COURSES AND CONTINUING EDUCATION COURSES – 30 HOURS OR GREATER**

- 1.1 The student shall withdraw from their course or program as outlined in *C.30 Student Withdrawal Policy*.
  - 1.2 The College will not refund tuition to a student who remains a full-time student after course(s) withdrawals in base funded programs.
  - 1.3 The College will refund full program or course tuition when, prior to the program or course start date:
    - i. A part-time student withdraws from a course; or
    - ii. A full-time student withdraws from a course and becomes a part-time student; or
    - iii. A full-time student withdraws from a program; or
    - iv. In all cases where tuition is calculated based on each course and not full-time / part-time status.
  - 1.4 The College will refund 50% of the program or course tuition when, prior to the delivery of one third of the program or course:
    - i. A part-time student withdraws from a course; or
    - ii. A full-time student withdraws from a course and becomes a part-time student; or
    - iii. A full-time student withdraws from a program.
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- 1.5 The College will not refund tuition to a student who withdraws from a program or course after one third of the program or course delivery.
- 1.6 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 comply with the tuition refund policy of the organization with which the College is partnered.
- 1.7 Upon the recommendation of the Vice President, Community and Extensions or the Vice President, Education and Training, the President will designate programs or courses for which no refund is granted or for which exceptions may be granted.

## **2 CONTINUING EDUCATION COURSES – LESS THAN 30 HOURS**

- 2.1 The terms and conditions for tuition refunds for Continuing Education Courses that are less than 30 hours in length may vary depending on the course and will be stated on the course application form.

## **3 GENERAL**

- 3.1 Tuition refunds will first be applied to outstanding student debt.
- 3.2 Where tuition is paid to the College by a sponsoring agency, the tuition refund will be issued to the sponsoring agency.

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

The Director of Finance / Chief Financial Officer in consultation with the Vice President, Student Affairs (or their designees) are responsible for managing the supporting procedures, forms, and rules for this policy.

## **RELATED POLICIES**

*C.30 Student Withdrawal Policy*

## **RELATED AURORA COLLEGE BYLAWS**

None

**FACT SHEET**

**DATES:**

1993-10-03	Policy <i>J.01 Program-Course Withdrawal Tuition Refund</i> issued.
1998-06	Policy revised. Policy and Program Committee Motion PPC#40-1998. Board of Governors Motion BG#107-1998. Implemented January 1999.
2011-04-07	New format approved and implemented.
2020-04-14	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-06-2020. Implemented April 14, 2020.