



**Pacific Link College**

**Withdrawal Policy**

Name of Policy

August 1, 2014

Implementation Date

**Program Head, Student Advisor**

Position(s) Responsible for Administering this Policy

March 31, 2018

Date of Last Revision

**Policy:**

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Program Head. Refunds are calculated according to Pacific Link College's Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund, if a copy of the denial letter is provided to Pacific Link College prior to the program start date.

**Procedure:**

1. If a student decides to withdraw from a program, he/she must submit a withdrawal request to the Program Head.
  2. If a student withdraws before 30% of the period of instruction specified in the contract has elapsed, refunds are calculated according to Pacific Link College's Refund Policy and the date on which the student's Withdrawal Form is received will be used to determine any refund owing.
  3. If a student withdraws after 30% of the period of instruction specified in the contract has elapsed, the tuition is non-refundable. Under no circumstances, will an Application or Materials Fee be refunded.
  4. A refund owing to a student must be paid within thirty (30) calendar days from the decision of the Program Head.
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