

# Refund criteria for withdrawal from the Faculty of Continuing Education and Training (FCET)

Version 1

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Students are responsible for completing all courses in which they register.

\*Note: For FCE courses offered through the Centre for Flexible Learning (cFLEX), please refer to the Centre for Flexible Learning refund sections below.

\*\*Note: For FCET Bridging and Partner programs, please refer to the separate section below

Classroom-based, online and hybrid courses		
Time of withdrawal	Academic standing	Fee refund
Written notification before the start date	Deletes any reference in the academic record	Full tuition fee less \$25 administrative charge will be refunded.
Written notification between the start date and the third scheduled class for courses that have six or more classes  <i>Note: For seminars, workshops and courses with fewer than six classes, students must withdraw before the start date to qualify for a refund.</i>	Deletes any reference in the academic record	Full tuition fee less \$25 administrative charge will be refunded. Lab/Material fees may not be refunded.
<b>Final withdrawal date:</b> Written notification before: <ul style="list-style-type: none"><li>• The fifth class for courses with eight or fewer classes</li><li>• The eighth class for courses with nine to 12 classes</li><li>• The tenth class for courses with more than 12 classes</li></ul>	Results in a grade designation of "DNC" in the academic record (does not affect grade point average)	No refund
Withdrawal without written notification or after the final withdrawal dates noted above	Results in the appropriate grade designation of "DNA" or "F" (does affect grade point average)	No refund

## \*Centre for Flexible Learning courses with a duration of seven days

Time of withdrawal	Academic standing	Fee refund
Written notification on or before the second calendar day after the start date	Deletes any reference in the academic record	Full tuition fee less \$25 administrative charge will be refunded.
<b>Final withdrawal date:</b>	Results in a grade designation of "DNC" in the	No refund

Written notification on or before the fifth calendar day after the start date	academic record (does not affect grade point average)	
Withdrawal without written notification or after the final withdrawal date above	Results in the appropriate grade designation of "DNA" or "F" (does affect grade point average)	No refund
<b>*Centre for Flexible Learning courses with a duration of four weeks</b>		
<b>Time of withdrawal</b>	<b>Academic standing</b>	<b>Fee refund</b>
Written notification on or before the fourth calendar day after the start date	Deletes any reference in the academic record	Full tuition fee less \$25 administrative charge will be refunded.
<b>Final withdrawal date:</b> Written notification withdrawal by the end of the third week	Results in a grade designation of "DNC" in the academic record (does not affect grade point average)	No refund
Withdrawal without written notification or after the final withdrawal date above	Results in the appropriate grade designation of "DNA" or "F" (does affect grade point average)	No refund
<b>*Centre for Flexible Learning courses with a duration of seven weeks</b>		
<b>Time of withdrawal</b>	<b>Academic standing</b>	<b>Fee refund</b>
Written notification on or before the seventh calendar day after the start date	Deletes any reference in the academic record	Full tuition fee less \$25 administrative charge will be refunded.
<b>Final withdrawal date:</b> Written notification by the end of the fifth week	Results in a grade designation of "DNC" in the academic record (does not affect grade point average)	No refund
Withdrawal without written notification or after the final withdrawal date above	Results in the appropriate grade designation of "DNA" or "F" (does affect grade point average)	No refund
<b>*Centre for Flexible Learning courses with a duration of 14 weeks or longer</b>		
<b>Time of withdrawal</b>	<b>Academic standing</b>	<b>Fee refund</b>
Written notification on or before the fourteenth calendar day after the start date	Deletes any reference in the academic record	Full tuition fee less \$25 administrative charge will be refunded.
<b>Final withdrawal date:</b> Written notification draw by the end of the tenth week	Results in a grade designation of "DNC" in the academic record (does not affect grade point average)	No refund
Withdrawal without written notification or after the final withdrawal date above	Results in the appropriate grade designation of "DNA" or "F" (does affect grade point average)	No refund
<b>FCET Bridging and Partner Programs</b>		
<b>Time of withdrawal</b>	<b>Academic standing</b>	<b>Fee refund</b>
EFS Program – withdrawal before Day 3	Deletes any reference in the academic record	Full refund less \$325 for deposit and administration fee. No refund after this time
BES Program – Term 1 / Term 2 - Withdrawal before the third scheduled class	Deletes any reference in the academic record	Term 1 -Tuition refund, less a fee of \$225 (\$150 non-refundable deposit plus a \$75 administration fee) Term 2 - Tuition refund, less an administration fee of \$75
Withdrawal after the third scheduled class		No refund - Any unpaid term tuition will remain on the student account, and the student will be responsible to pay this outstanding balance applied to the first term of the program in full

Partner Programs		Students must withdraw before the agreed upon deadline established with the community partner