



WITHDRAWAL POLICY

1. Policy

The following Withdrawal Policy shall outline the required process students must undertake if they wish to withdraw from their program of study at Hanson International Academy. This policy also applies to students withdrawing from a semester of their program.

2. Important Dates

- 2.1. Students that wish to withdraw must do so by the Withdrawal Deadline to receive a 'W' notification (grade) on the academic record.
- 2.2. Credits are not granted to 'W' grades, nor are 'W' grades used in the grade point average (GPA) calculation.
- 2.3. Students who drop a course after the Withdrawal Deadline or who do not formally withdraw from their program will receive a grade of 'F' on their academic record, which will be used to calculate GPA.
- 2.4. The Withdraw Deadline date is available on the Hanson International Academy Calendar and the Hanson website. The information can also be acquired from the Academic and/or Student Services Departments.
- 2.5. Students who have withdrawn before the deadline and have received a 'W' grade have the option to retake the course and substitute the 'W' for a grade upon completion.
- 2.6. Students will be required to pay all tuition fees associated with retaking a course to receive a grade.

3. Withdraw Request

- 3.1. Students wishing to withdraw must provide a signed and dated 'Request for Withdraw/Refund Form', available in the Academic and/or Student Services Departments and submit their request to the Associate Director, Academics.
- 3.2. After a request has been made, students will meet with the Associate Director, Academics to discuss available options for the future.
- 3.3. Subsequent to completing the 'Request for Withdraw/Refund Form' and meeting with the Associate Director, Academics, students will then complete the 'Add/Drop Form' and list all the courses for withdraw. This form is available in the Academic and/or Student Services Departments. The 'Add/Drop Form' must be submitted to the Associate Director, Academics for approval and processing.
- 3.4. Hanson International Academy programs do not have a scheduled academic break. Hanson International Academy does not recommend students to withdraw from any semesters since curriculum and course offerings may change during a dropped semester. This can make it more difficult to graduate on time.



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- 3.5. Withdrawing from a program of study might also violate Citizenship and Immigration (CIC) requirements for international students.
- 3.6. **Temporary Withdrawal**
 - 3.6.1. Students wishing to take a semester off (for any reason) must fill out a 'Temporary Withdrawal Form' indicating their intent on resuming their studies.
 - 3.6.2. Temporary Withdrawal approval by Hanson International Academy is strictly for institutional enrolment purposes, and does not supersede CIC bylaws and regulations as pertaining to the enforcement of Study Permits, Student Visas, Canada Border Services Agency (CBSA) or the *Immigration and Refugee Protection Act, 2001*.
 - 3.6.3. Returning students are subject to capacity and availability in the corresponding semester.
 - 3.6.4. The student takes full responsibility for any consequences associated with dropping a semester.

4. Tuition Refund

- 4.1. Tuition refund amount for withdraw courses must adhere to Hanson's Tuition Refund Policy.
- 4.2. The tuition refund amount will vary in correlation to the timing of submitting the withdraw notice.
- 4.3. Tuition Refund Policy details are available in the Student Contract, Student Manual, on the Hanson Website, and Student Services Department.