

WITHDRAWAL POLICY

Any Student considering withdrawing from program of study should meet with the registrar to discuss the reasons for withdrawal. Student will be encouraged to reconsider the decisions; however, there may be extenuating circumstances, which may prevent the continuation at the time. At the discretion of the Director, student may be offered the option to take a break and return later to complete the program or switch to part time study schedule to complete the program; however this may affect student's sponsorship/funding - please check with your sponsor prior to switching. Student should notify Cambridge in writing if the student wishes to withdraw from the program of study. Not attending classes and/or notifying the instructor of the intention to withdraw will not result in an automatic refund. Written notification should be addressed to the registrar.

Procedure

1. If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to Cambridge College Registrar.
2. Refunds are calculated according to Cambridge 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 under PTIB
3. If a refund is due to the student, Cambridge College will ensure that a refund is forwarded to the student and/or Sponsor within 30 days of the withdrawal.
4. If the student owes tuition or other fees to the institution, Cambridge College will undertake the collection of the amount owing.