

## 3. REGISTRATION (I.E. TUITION AND WITHDRAWAL REGULATIONS)

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The registration process begins after the student has been accepted and confirmed into a program or course at Georgian College. This process involves payment of tuition (deposit) and other fees or reserving a seat in your program (for subsequent terms within the same academic year) and registration into courses. To receive a refund of any fees or to adjust outstanding fee assessments if only a deposit was paid, students must submit a withdrawal form by the specified deadlines as outlined on Georgian's website under Important dates [GeorgianCollege.ca/admissions/important-dates](http://www.georgiancollege.ca/admissions/important-dates) (<http://www.georgiancollege.ca/admissions/important-dates>). Please note that students must register each semester. Students withdrawing after the 10-day deadline will be responsible for paying the full term fees assessed.

### 3.1 Tuition and fees

All fees are subject to review and may be changed. Some course fees are subject to HST. Income tax receipts will be available online on the student's Banner account to eligible students at the end of February.

#### 3.1.1 Fee payment deadlines

A tuition deposit payment is required once<sup>1</sup> per academic year as follows:

June 15, 2017 for all students (including students who commenced in the summer term)

Oct. 3, 2017 for students not here in the fall

March 15, 2018 for students not here in the fall or winter

<sup>1</sup> Fees for eligible returning students attending subsequent terms in the same academic year are due on the second day of the term. No deposit is required to register into classes but students must reserve their seat on Banner by the fee deadline in order to access registration. For example: Semester one starts in the fall so a deposit is required by the stated June deadline and the balance of fees is due on the second day of the fall term. That same program continues to semester two in January so no deposit is required to register into winter term classes. Full fees, however, are due on the second day of the winter term. The same program has no scheduled courses in the summer (either co-op or break) and continues to semester three in the fall. This is the beginning of a new academic year so a deposit is required by the stated June deadline and the balance of fees is due on the second day of the fall term.

The balance of tuition and other compulsory fees for new students as well as returning students are due on the 11th day of the term as follows:

Sept. 19, 2017, for fall 2017

Jan. 22, 2018, for winter 2018

May 22, 2018, 2017 for summer 2018 (note May 21 is a holiday)

Students who fail to pay fees by the required due dates will be charged a \$150 late fee and may risk forfeiting their place at the college, may be withdrawn from all courses, and/or denied registration to future terms. In addition, students will be sent a letter from Georgian College's accounting department requesting payment within 10 days. If payment is not received and no response is forthcoming to subsequent reminder

letters, the student account will be referred to an agency for collection. Interest on any unpaid account will be charged at a rate of two per cent per month, compounded monthly (26.8 per cent per annum).

Registration in a course or program is not complete until fees are paid in full for that term. Students who fail to pay full fees will not be permitted to register for courses in the following term. Aboriginal students who are non-residents of Canada have the same rights and obligations as Canadian citizens, pursuant to the Indian Act. Accordingly, non-resident Aboriginal students will be charged the same tuition rate as Canadian citizens.

#### 3.1.2 Tuition deposits

A non-refundable tuition deposit of \$500 for domestic students and \$2,500 for international students is required once per academic year, per program. Please note the non-refundable amount for international students is calculated using an equation, see section 3.5.2.2 *Refunds - International students*. The deposit is considered the preliminary payment and reduces the amount of tuition owing. It is required to be paid in order to access registration. If an applicant fails to meet admission requirements and the offer has been revoked, the tuition deposit is non-refundable.

The preferred method of payment is through your bank. Students may also pay in person by certified cheque, money order or debit card. Credit cards may be used for the initial tuition deposit only. Please note that personal/company cheques are not accepted.

Students changing programs are required to pay the non-refundable tuition deposit.

#### 3.1.3 Students in default

Students who have outstanding fees, fines, or emergency loans, or who have failed to return books or equipment owned by Georgian College will not be issued official transcripts and will be refused registration in subsequent semesters. Further, a graduation credential will not be issued until the situation is resolved to the satisfaction of the Office of the Registrar.

Students wishing to pay the balance of their fees may pay in person prior to the term start. After the term starts, you must pay through your bank. Interest on any unpaid account will be charged at a rate of two per cent per month, compounded monthly (26.8 per cent per annum).

#### 3.1.4 Fee disputes

Notification of a dispute of charges or payments on a student account is to be filed in writing the Office of the Registrar within ninety (90) days of the end of the term in which the dispute occurs. The dispute shall be researched and, if deemed to be valid, shall be immediately rectified. If there is insufficient evidence to make a determination, the individual must submit written evidence to support the dispute.

#### 3.1.5 Tuition and fees for students with accessibility needs

Any student with a permanent disability who requires a reduced course load as a learning accommodation may be eligible for a reduction in tuition fees. If additional semesters are required to complete a program, tuition will be reduced to \$20 per course, provided the student has paid the equivalent in tuition fees assessed for the entire duration of the program. Ancillary fees are still applicable. This reduction is applied at

the end of the final term. For more information, please contact the Office of the Registrar.

## 3.2 Course registration

Students may use a variety of methods to register: online via the student information system (Banner); through change forms signed by academic areas and approved by the Office of the Registrar; or directly through the Office of the Registrar. Students may also view their timetables online via the student information system.

Students may not attend classes until registration is complete. Students are responsible for initiating any changes to their timetables; this includes course adds, course drops and course withdrawals. Seat availability cannot be guaranteed once add/drop opens. The course add/drop period opens for students.

### 3.2.1 Registration definitions

#### Full-time

Students are considered full-time in any semester when they are enrolled in at least 70 per cent of that semester's course hours (which is usually 13 hours of a total of 18 hours per week) or 66.6 per cent of that semester's program course load (which is typically four of a total of six courses). Exempt, audit and withdrawn courses are not considered in the determination of course load. Please check the "recommended courses by term" available on Banner to ensure you are not missing any required courses.

Note: Any missed course in any semester may drop a student's status to part-time. This may have OSAP, course accessibility, and scholarship implications. Courses picked up in subsequent terms may also have fee implications. Students are advised to contact the Office of the Registrar or the Financial Aid office for more information.

#### Part-time (credit)

Part-time students are permitted to register in credit courses provided space is available and the student meets program and course requirements. International students may be registered as part-time only in their graduating semester, as study permits require students be enrolled in full-time study.

#### 3.2.1.1 Requisites

Students may register in courses that have certain requisites attached to them. The following are types of requisites which may be necessary for students registering for courses.

#### 3.2.1.2 Prerequisites

Prerequisites are courses that must be completed in a prior term in order for students to register and be successful in the subsequent course; these are used only when the learning in one course facilitates the learning in the other.

If students fail, withdraw or do not complete prerequisite courses, it is their responsibility to complete any outstanding course(s) in the next semester it is offered (subject to space availability). These courses should take priority if a timetable conflict occurs. Extra fees may apply.

#### 3.2.1.3 Co-requisites

Co-requisites are courses which must be taken simultaneously with another course. If a co-requisite course is passed, but the course it is a

co-requisite to be failed, BOTH courses must be repeated. Students are responsible for completing the outstanding courses in the next semester they are offered (subject to space availability). These courses should take priority if a timetable conflict occurs. Extra fees may apply.

#### 3.2.1.4 Concurrent prerequisites

Concurrent prerequisites are courses that must be taken prior to or at the same time as another course. If a student fails one of the concurrent prerequisite courses, he or she need only repeat the failed course.

#### 3.2.1.5 Antirequisites

Antirequisites are courses that are similar in content and learning outcomes and as such, only one course may be used to meet graduation requirements.

### 3.2.2 Placement requirements

Some college programs have a clinical or work placement component within their curriculum. Students in such programs may be required by host agencies or employers to provide assurances with regard to the categories below.

#### 3.2.2.1 Criminal record check and vulnerable sector check

Students may need to provide a current criminal record check and vulnerable sector check from a recognized police service before they may start their clinical or work placement. Individuals who have been charged or convicted criminally and not pardoned may be prohibited from proceeding to a clinical or work placement. Students in Health, Wellness, and Science programs who have been charged or convicted criminally and not pardoned will be prohibited from proceeding to a clinical or work placement. Students should check their program outline for more information. For those programs affected, some jurisdictions require a long lead-time for processing. Please check with the program co-ordinator to ensure sufficient turnaround time. These checks are required prior to the placement start.

Accordingly, if students register in a program with a clinical or work placement component, it is their responsibility to ensure that they are eligible to participate. Further, the college assumes no responsibility for these matters and students should be aware that tuition and related fees are not refunded in the event that access to a clinical or placement course is denied.

Students should also be aware that some professions and licensing boards also have a criminal record check provision to ensure suitability to practise in the profession. Accordingly, it is recommended that students who have criminal records contact the appropriate professional association or licensing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are to be borne by the student.

#### 3.2.2.2 Immunization and placements

The Simcoe Muskoka District Health Unit provides policies and procedures based on best practices and research, and has produced several documents outlining the rationale and need for immunization. One such document indicates "Health care workers (HCWs) who do not acquire a vaccine to prevent disease can not only suffer morbidity and mortality as a result of infection, but serve as vectors for transmitting disease to patients, other staff and residents." (1) In addition, in order to obtain clinical experiences, the College enters into contractual agreements with its agencies. Many of these agencies require immunization of students prior to granting them the experiential

learning within their agency. In order to comply with those contractual agreements, applicants must have up-to-date immunization records in compliance with the Public Hospitals Act. Completion and submission of this immunization record is required during registration in order to ensure placement in clinical and field placement facilities. Students who do not provide this proof of registration requirement will be unable to complete clinical field placements and, as a result, will not meet graduation requirements. Please check the program outline for further information on clinical placements and immunization requirements.

(1) FACT: Immunization Recommendations for Health Care Workers in Non-Acute Care Settings, 2012.

### 3.2.2.3 General education

General education courses help students develop important academic skills such as research, writing and analytical skills which are invaluable in college studies. Minimum program requirements at Georgian College adhere to the Ministry's Binding Policy Framework for Programs of Instruction and include the following:

- Diploma programs: three to five general education course
- College Certificate programs: one general education course

General education course offerings vary from term to term. Students are able to select courses from a broad range of subject areas: social sciences, humanities, arts and literature, science and technology. While the GNED course code prefix is used to identify most general education courses, there are other courses that are considered general education courses as well, for example: PSYL1001, PSYL1002, SOCL1001 and SOCL1002. For a comprehensive list of general education course offerings, please refer to [GeorgianCollege.ca/academics/academic-areas/liberal-arts/](http://www.GeorgianCollege.ca/academics/academic-areas/liberal-arts/) (<http://www.GeorgianCollege.ca/academics/academic-areas/liberal-arts/>)

NOTE: Certain general education courses, due to overlap with components of the core program of study, cannot be taken for general education credit by students in some programs. Students are prevented from registering in these courses during online registration.

### 3.2.3 Transferring from part-time to full-time studies

Part-time students who wish to transfer to full-time studies must go through the standard [ontariocolleges.ca](http://www.ontariocolleges.ca) application (OCAS) and admissions process. See section 2.1, *Admissions* for more information. Part-time students are not provided with preferred ranking for admission to full-time programs.

### 3.2.4 Overload and full-time students in part-time (credit)

Students may wish to take part-time credit courses in addition to a full-time course load for a semester. The implications of this overload should be discussed with the Program Co-ordinator. Students will be required to pay additional fees for these overload courses.

### 3.2.5 Credit and audit status

Credit status applies when a student is registered in a credit course for the purpose of receiving credit. Audit status applies when a student is registered in a credit course but will not be receiving a credit. This status must be specified at the time of registration and is a privilege, not a right. All prerequisite requirements are applicable to audited courses. Permission to register for audit status must be obtained from the appropriate Program Co-ordinator and Course Instructor. Fees for

audited courses and credit courses are the same but the student is not entitled to examination or any other evaluation privileges, nor will the student receive a grade or credit for the audited course. Approval for audit status will be determined after full-time and part-time registration is complete and is subject to space availability. Priority is given to students seeking credit status.

### 3.2.6 Changes in program, course, section or co-op

Changes are essentially a combination of a registration and a withdrawal. The formal processes must be followed for the changes to be official. Full-time students may make course changes directly online – course adds, drops or withdrawals. Students must ensure that all changes are made within the deadlines. There are fee implications if students drop or withdraw from courses after the deadlines.

Note: Students can drop or withdraw online from all but their last course. If students wish to drop or withdraw from all of their courses, this is considered a program withdrawal. Dropping courses may affect OSAP eligibility. Please contact the Office of the Registrar to obtain a college withdrawal form or visit [GeorgianCollege.ca/admissions/forms](http://www.GeorgianCollege.ca/admissions/forms) (<http://www.GeorgianCollege.ca/admissions/forms>).

If changing programs, students require approval from their current Program Co-ordinator and the Co-ordinator of the new program. If the program is beyond semester one, students may be required to complete an internal application form and pay the applicable fee. If the student would be entering semester one of the new program, they must apply to [ontariocolleges.ca](http://www.ontariocolleges.ca) (<http://www.ontariocolleges.ca>). If students are changing their progression in a program (for example, opting not to go out on their work term but wish to attend an academic semester), they must seek approval through their Program Co-ordinator and their Co-op Consultant.

Students who deviate from the established flow of a program may become out-of-sequence, which can affect future course selections and graduation timelines. Students should meet with the program coordinator, prior to making any changes to their program (i.e. withdrawing from a course).

### 3.2.7 Registration into co-op

It is the student's responsibility to register into their co-op work term on the student information system (Banner) within the deadlines. Students who do not register are subject to late fees, as well as formal registration and grade allocation will be deferred to a future term. This may impact future registration into work terms and also affect graduation eligibility.

### 3.2.8 Communications placement assessment (CPA)

The Communications Placement Assessment is an assessment process developed to aid students in selecting appropriate Communications courses. It is composed of questions that assess students' knowledge of sentence structure and reading comprehension. Students who achieve a score of 90/120 or above in both sections of the Communications Placement Assessment do not receive a Communications credit; however, they have the option to bypass Communications Essentials (COMM 1016), and enroll directly in an industry specific Communications course.

All students in diploma and certificate programs pay a \$30 fee for the assessment, which is included in the full-time tuition fees. The assessment is generally written at testing centre of the campus to which

the student has applied. Special arrangements may be made for students from outside the province.

### 3.3 Letters of permission

A letter of permission (LOP) is issued by Georgian College granting a student permission to take a specific (equivalent) course at another recognized and accredited post-secondary institution. It guarantees recognition of that credit in the student's program of study upon successful completion of the course. This process can be followed only if the course that is intended for credit has not yet started. Students may have to adjust their plans if permission is not granted. If the approved credit course is completed successfully, students must subsequently provide an official transcript to the Office of the Registrar. Normally, credit will be granted only for courses taken at accredited and recognized institutions with a grade of 60 percent (C) or better; some program exceptions apply (see Program Outline). The designation "EX" will appear on the student's transcript, no grade is given and it is not included in the GPA calculation.

If a student fails a course not subsequently offered by the College, they must successfully complete an equivalent credit course either at Georgian College or another post-secondary institution. The chosen course must be deemed equivalent by the student's Program Coordinator and the Office of the Registrar prior to enrollment in the course. The request and Program Coordinator approval must be forwarded to the Office of the Registrar on a Request for Letter of Permission form (available at the Office of the Registrar or at [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms) (<http://www.georgiancollege.ca/admissions/forms>)). If a positive decision is made, the Office of the Registrar will issue a LOP sent to the student's current address on file.

Note: Only students who are in good academic standing (see Promotional Status chart) are eligible for a LOP. The \$50 fee is payable per course request.

#### 3.3.1 Letter of permission process

If a student wishes to take and use an equivalent post-secondary course at another post-secondary institution, the following steps must be followed:

- The student must provide a course outline of the proposed post-secondary credit course to their Program Coordinator or, in the case of college-wide courses, to the Communications or General Education Coordinator.
- In consultation with faculty, the Program Coordinator will complete a LOP request form. The student will submit the completed form to the Office of the Registrar. This must occur prior to the start of the course.
- If approved, the student will receive an official LOP from the Office of the Registrar.
- The student must provide the Office of the Registrar with an official transcript by the deadline specified on the letter of permission.

#### 3.3.2 Georgian to Georgian transfer credits

If a student has completed a credit course at Georgian in one program and wishes to use that same course for credit toward another program, no documentation is required provided the course codes are identical. The course and grade will automatically be used toward graduation. If the course code is different, the student is required to either check the course

outline with their Program Coordinator or the Office of the Registrar to determine whether or not these courses are equivalent.

General Education credits are transferable between College programs. For example, if a student completes four General Education courses in the Business program and then transfers to the Advertising and Marketing Communications program, the four general education courses can be applied toward the new program. No documentation is required. General education credits, however, are not transferable from college to degree programs. For example, if a student completes two general education courses in the Pre-Health program (certificate) and is then admitted to the BScN program (degree), the general education courses cannot be used toward the degree.

Note: Students must ensure graduation residency requirements are met, see section 5.1, *Graduation Residency Requirements*.

### 3.4 Alternatives to completing a course

The College offers alternatives in situations in which dire circumstances occur to prevent normal completion of courses before the term ends or when a student has failed a course and is not able to retake it. The following are some alternatives:

#### 3.4.1 Independent study courses

Under certain conditions, students may be granted permission to complete credit courses through independent study. Approval will be based on the availability of resources, the suitability of the course to be delivered through independent study and the appropriateness to the student's course load and academic record.

Students who are in good academic standing may request an independent study course if any of the following conditions are met:

- The student is enrolled in a semester in which the specific course is not offered.
- The student has a timetable conflict with other courses.
- The student cannot take the course in a subsequent semester or at another institution.

Restrictions to independent study courses are as follows:

Only students who are in good academic standing are eligible to take courses through independent study. Independent study cannot be used to complete portions of course work that the student has failed or not completed.

Not all courses are suitable for delivery through independent study, particularly those with laboratory, practicum or clinical components.

- Limit of one independent study course for one-year certificate or graduate certificate programs
- Limit of two independent study courses in two-year diploma programs
- Limit of three independent study courses in three-year diploma programs
- Limit of four independent study courses in four-year degree programs
- Limit of one independent study course can be taken within an academic semester

Once approval for independent study has been granted, details of the course contract will be outlined by the instructor and Program

Coordinator and reviewed with the student. This contract will include the following:

- Readings, learning resources and materials
- Schedule of meetings with the instructor
- Evaluations, projects, reports, tests and examinations with specific reference to dates and frequency
- The completion date of the required course which must be within a regular semester
- The passing grade

### 3.4.2 Independent study process

The student must obtain a Request for Independent Study form from [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms) (<http://www.georgiancollege.ca/admissions/forms>) or the Office of the Registrar and submit it to their Program Coordinator.

The Program Coordinator must obtain approval from the Dean of the appropriate academic area.

The student must register for the course with the Office of the Registrar and pay all applicable tuition and service fees related to the independent study courses (prior to the deadline for course additions as per the deadlines listed at [GeorgianCollege.ca/admissions/important-dates](http://www.georgiancollege.ca/admissions/important-dates) (<http://www.georgiancollege.ca/admissions/important-dates>)).

### 3.4.3 Fees

A full-time student taking an independent study course as part of their normal load is required to pay a service fee of \$250. A part-time student or a student taking an independent study course as an overload course is required to pay the regular tuition, applicable ancillary fees, as well as the independent study service fee.

### 3.4.4 Incomplete grade designation

If the student does not, or cannot, complete all course requirements due to dire circumstances, they may request an “incomplete” grade designation (IN) from the Course Instructor and negotiate a contract to complete the course requirements by a specified date. This is a privilege, not a right. The following conditions apply to an incomplete grade:

- The student must have a passing average in the course at the time of the request.
- Permission to use College resources (including the Course Instructor’s services) must be obtained from the appropriate Dean.
- In all cases, the Course Instructor has the option to negotiate a contract with the student.
- The contract must be submitted to the Office of the Registrar within 30 calendar days of submitting the incomplete grade. If no contract is received, a grade appropriate to the student’s performance to date in the course will appear on their transcript.
- The maximum duration for completing the contract is four months.
- If the student needs more time, they must repeat the entire course.
- If the contract is completed within the agreed time period, the student’s grade will be processed.
- The Course Instructor, through the appropriate Program Coordinator, will inform the Office of the Registrar if the contract has been completed and will then assign a final grade within three days of the contract completion date.

- An “incomplete” will not be granted in situations in which the student has submitted all course requirements but failed the course.

### 3.4.5 Co-op incomplete

An “incomplete” status for a co-op work term may be designated by the Co-op Consultant when requirements of a co-op experience credit have not been met due to dire circumstances. Please refer to previous section, 3.4.4 *Incomplete grade designation*, for conditions.

## 3.5 Program and course withdrawal

A student’s official record (transcript) and eligibility for OSAP funds and scholarships may be affected by withdrawal from a program or course. If a student does not withdraw from a program or course before the deadline for withdrawal the student’s records will show the achieved grades to date for all the courses the student is enrolled. Forms or requests submitted after the stated deadline will be accepted and processed as a submission for the subsequent terms.

Students who have withdrawn from a program or course should contact the Financial Aid office for clarification of their OSAP or other financial aid status. Students are also advised that no refund will be issued unless the completed withdrawal form is received by the withdrawal deadline (the 10<sup>th</sup> working day of the term for most programs). After the withdrawal deadline students will be responsible for paying any outstanding balances on their account.

Note: Program and course withdrawal information also applies to part-time students. For withdrawal deadlines for non-credit general interest courses refer to the part-time studies policies and procedures.

### 3.5.1 Program withdrawal process

If a student wishes to withdraw from a program, they must complete a Withdrawal form (available at [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms) (<http://www.georgiancollege.ca/admissions/forms>) or from the Office of the Registrar and the Student Services department). They should discuss their decision and possible options with the Program Coordinator and a Counsellor. The student, their Program Coordinator and a Counsellor must sign the form after these consultations. International students should discuss their decision and possible options with the Program Coordinator, International Centre and Counsellor, and have all sign the form. All students must submit the completed form to the Office of the Registrar.

If the student is unable to attend in-person, they may mail, fax or scan and email a copy of the signed Withdrawal form to the Office of the Registrar indicating their intention to withdraw from a program. International students should attach a letter of acceptance or verification of enrolment if attending another institution. Scanned letters with a signature are accepted.

The official date of withdrawal is the date the student’s form is received by the Office of the Registrar. Withdrawals are not official if made by telephone or other means not specified above. Also, please note that the student is not officially withdrawn if they cease to attend classes or verbally notifies their instructor, registration staff, counsellors or any other College staff. Without official withdrawal, even if the student ceases to attend classes or participate in College activities, the student will remain enrolled. The student will be required to pay fees for that semester and grades will be recorded as appropriate to the work they have submitted. Withdrawal after the Day 10 or stated deadline

will result in full semester fees being charged. Refer to Important Dates [GeorgianCollege.ca/admissions/important-dates](http://www.georgiancollege.ca/admissions/important-dates) (<http://www.georgiancollege.ca/admissions/important-dates>).

Note: Program withdrawals cannot be done online. Students can drop or withdraw from all but one of their courses online. If students wish to drop or withdraw from all of their courses, this is considered a program withdrawal.

### 3.5.2 Program fee refunds/adjustments

To receive a refund of fees (or to adjust outstanding fee assessments if less than the full amount was paid), the student must submit a Withdrawal form to the Office of the Registrar by the withdrawal deadline (the 10<sup>th</sup> working day of the term for most programs). After this deadline, a refund and/or adjustment for that term will not be provided and the student will be responsible for paying the full semester fees (although any tuition fees the student may have paid for subsequent terms will be refunded). This applies to all students including those paying fees through their OSAP loan, or any other sponsorship (WSIB, band council, company, etc.). If there are extenuating circumstances involving the student or their immediate family member after the refund deadline, refer to 3.5.3 *Withdrawals after the deadline due to extenuating circumstances*.

#### 3.5.2.1 Refunds – domestic students

When calculating the adjustment or refund, the College will withhold \$500 for program withdrawals for domestic students as well as any non-refundable fee items.

#### 3.5.2.2 Refunds – International students

Georgian notifies Citizenship and Immigration Canada (CIC) of all withdrawals. International students are entitled to a partial refund of fees paid if the completed withdrawal is received by the withdrawal deadline (the 10<sup>th</sup> working day of the term for most programs). After the withdrawal deadline no refunds for the term will be issued and students will be responsible for paying any outstanding balances on their account. Fees paid for subsequent terms will be refunded. For study permit refusals a full refund will be issued, if proof of study permit refusal is submitted before the withdrawal deadline. Applicants withdrawing prior to registration and are represented by an agent, refunds are returned as directed by the agent. Withdrawals that occur after registration, refunds are returned as directed by the student, regardless of representation by an agent. Any outstanding balances owing on a student account will be deducted from the refund.

All refunds are calculated using the following equation, as set out by the Ministry of Advanced Education and Skills Development:

Fees paid – (international tuition fee ÷ domestic tuition fee) x \$500. In addition, non-refundable fee items may be deducted. For example:  
 $\$7,287.11 - (\$5,500 \div \$1,342.88) \times \$500 = \$5,239.27$

Fees paid (deposit, tuition or ancillary)	\$7,287.11
Tuition fees only (international)	\$5,500
Tuition fees only (domestic)	\$1,342.88
Hold back fee	\$2,047.84
Eligible student refund	\$5,239.27

#### 3.5.2.3 Non-refundable fees

Non-refundable fees include assessment of previous learning (PLAR) and testing fees, convocation, alumni and insurance fees. There

may be additional non-refundable fees, depending on the date of withdrawal. For more information, contact the Office of the Registrar at [registrar@georgiancollege.ca](mailto:registrar@georgiancollege.ca).

### 3.5.3 Withdrawals after the deadline due to extenuating circumstances

Adjustments for withdrawals submitted after the withdrawal deadline may be considered due to unforeseen and extenuating circumstances involving the student or their immediate family member, after the refund deadline. These “special consideration” circumstances include death of an immediate family member (parent, spouse or child) and serious medical trauma to the student, or an immediate family member where the student is deemed the primary caregiver by their regulated health professional.

IMPORTANT NOTE: Georgian College’s medical verification form must be completed in full by a regulated health professional. Contact the Office of the Registrar for more information at [registrar@georgiancollege.ca](mailto:registrar@georgiancollege.ca).

### 3.5.4 Course withdrawal process

Students are advised to discuss course withdrawals and possible options with a Program Coordinator and/or the Course Instructor. Full-time post-secondary students may withdraw from courses online.

Note: Students can drop or withdraw from all but one of their courses online. If students wish to drop or withdraw from all of their courses, this is considered a program withdrawal. The official date of online withdrawal is the actual date of online submission of the withdrawal. Part-time and non-post-secondary students must complete a Part-Time Withdrawal form (available at [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms) (<http://www.georgiancollege.ca/admissions/forms>) or from the Office of the Registrar). Both the student and the Program Coordinator must sign the form. Completed forms must be submitted to the Office of the Registrar within the appropriate deadlines.

If a student wishes to withdraw from a course but is unable either to attend in-person or to access the internet, they must submit a personally signed letter indicating their intention to withdraw from the course. The letter can be mailed, faxed or scanned and emailed to the Office of the Registrar and must include the student number and all information needed to identify the student and the course. The official date of withdrawal in this case is the date the student’s letter is received by the Office of the Registrar. Students may view all course changes online.

Note: International students must remain in full-time studies to meet conditions of their study permit. Withdrawing from a course may affect full-time status at the College. Please contact the International Centre for more details at [international@georgiancollege.ca](mailto:international@georgiancollege.ca).

### 3.5.5 Fee refunds (part-time or overload courses)

Course withdrawals do not always result in a refund of fees. To qualify for a partial refund of fees, the student must either withdraw online or submit a Withdrawal form to the Office of the Registrar within the deadlines. See the Important Dates section on the website for withdrawal deadlines. [GeorgianCollege.ca/admissions/important-dates](http://www.georgiancollege.ca/admissions/important-dates) (<http://www.georgiancollege.ca/admissions/important-dates>). Refer to the Part-time Studies website for part-time refund information. [GeorgianCollege.ca/academics/part-time-studies/](http://www.georgiancollege.ca/academics/part-time-studies/) (<http://www.georgiancollege.ca/academics/part-time-studies/>).

### **3.5.6 Changes to co-op work term**

To withdraw from a co-op work term, the student must obtain a Part-Time Withdrawal form from [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms) (<http://www.georgiancollege.ca/admissions/forms>) or the Office of the Registrar. The student must discuss their request with the Co-op Consultant and obtain approval. The student must then submit the completed form to the Office of the Registrar within the first four weeks of the semester or scheduled co-op work term.

If the student does not intend to complete a scheduled co-op work term and follows the process above, their transcript will show a “withdrawn” (WD) for this co-op work term. However, if the student does not follow the process outlined above, they will receive an “unsatisfactory” (U) on their transcript and will be required to register for the co-op work term again. The student’s OSAP status may also be affected. Students who are considering a change in academic status should speak to a representative in the Financial Aid office. To add a co-op work term, students must use the online registration process. Refer to: [GeorgianCollege.ca/academics](http://www.georgiancollege.ca/academics) (<http://www.georgiancollege.ca/academics>).