

Policy Name: Add/Drop, Withdrawals, Dismissals, and Refund  
Approving Authority: President

Policy # SA-002  
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## **Statement**

The Add/Drop, Withdrawals, Dismissals, and Refund Policy of Beal University Canada (“BUC” or the “University”) supports the fair and equitable processing of student requests to add or drop courses, as well as any related change to tuition charges. The President will review this policy annually.

## **Purpose**

The purpose of this policy is to ensure the student’s add/drop requests and related change to tuition charges and refunds, if applicable, are processed in a timely fashion.

## **Roles and Responsibilities**

The implementation of this policy is the responsibility of the Financial Aid Department. The Vice President of Operations has the oversight of this policy.

## **Policy**

The University allows students to add courses within the first 5 days of the module (mod). The student will be required to notify the Registrar of the intent to add a course. The Financial Aid Department will ensure tuition charges are adjusted accordingly.

The University will process refunds in a timely fashion and accurately for students who notify the University of their desire to withdraw from courses or the University. The Financial Aid Department will follow the refund policy processing procedures. The refund policy will be communicated to students upon new student orientation and through Student Service Department notifications. The University follows the procedures for involuntary withdrawals and dismissals and determines applicable student refunds or remaining charges due.

### Add/Drop

Students may be able to add a course before the start of the mod by contacting the office of the Registrar. No classes may be added after the first week of the mod start. The Financial Aid Department will contact the student to discuss tuition charge changes to ensure the student is informed of the costs related to adding courses.

Students requesting to drop a class must do so within the first five (5) days after the mod start. Students must meet with the Student Services Department to determine the effect of the dropped class(es) on the student’s academic scheduling, tuition adjustment, and potential financial obligations.

### Withdrawals and Refunds

Students have the right to withdraw from a program of instruction at any time. If a student attends the University and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs. If a student wishes to withdraw from a course, program or from the University, the following process must be adhered to.

The student must complete a course and program withdrawal form to withdraw from individual courses, program, or entirely from the University. The form should be submitted to the Registrar's office. The form is available online in the student portal as well as by request from the Registrar or Student Services department. In absence of this form, the non-participating student will receive the grade they earned at the end of the mod and will not be enrolled in future courses.

The following refund will be processed accordingly:

1. Withdrawing from a course within the first 5 days from the effective course start date\*:
  - Will result in the course being deleted from your academic record.
  - You will be eligible for a 100% refund of tuition.\*\*
2. Withdrawing from a course from Day 6 - Day the effective course start date\*:
  - Will result in the course being deleted from your academic record.
  - You will be eligible for an 80% refund of tuition.\*\*
3. Withdrawing from a course between Day 13 - Day 30 from the effective course start date\*:
  - Will result in the course being shown as "W" on the transcript and will carry no academic penalty.
  - You will not be eligible for a refund.
4. Withdrawing from a course on or after Day 31 from the effective course start date\*:
  - Will result in the course being recorded as "WF" on the transcript and a grade of zero (0) will be carried into the calculation of the GPA.
  - The complete course and program withdrawal form is required at least 10 business days (or 2 weeks) or more before your official course end date. If not received, the grade the student earned will be recorded on the transcript.
  - You will not be eligible for a refund.

\*All dates are based on the Effective Start Date.

\*\*Refunds are based on tuition minus any non-refundable fees.

The refund policy is followed to determine if there is a refund due to the student or a remaining balance owed to the University.

Beal University Canada follows the requirements of the Government of Canada and Government of New Brunswick financial aid refunds. The Beal University Canada Withdrawal and Refund Policy is used to determine the reduction, if any, in the student's tuition. If the student's charges are less than the amount of aid earned, and a refund is due, the student may be able to receive those

additional funds. If the student's charges are more than the amount of aid earned, the student is responsible for paying any outstanding charges to Beal University Canada.

Prior Learning Assessment fees and Auditing class fees are non-refundable.

#### Involuntary Withdrawal or Dismissal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the University:

- Academic dismissal
- Violation of the rules of conduct

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be subject to involuntary withdrawal from the University. When academically dismissed, a student who wishes to return to the University must appeal the academic dismissal following the University's Corrective Action Policy, under the principles of natural justice, which provides the required steps to be followed to include the complainant's appeal process.

The date of withdrawal will be determined by the Academic Department using academic records. Re-admission to the University following involuntary withdrawal will be at the discretion of the University. Refer to Grading and Scholastic Requirements Policy and Academic Integrity and Honesty Policy.

#### **Related Policies and Documents**

AA-002 Academic Integrity and Honesty Policy  
AA-004 Corrective Action Policy  
AA-011 Grading and Scholastic Requirement