



Policy Name: Add/Drop, Withdrawal, Dismissal, and Refund
Approving Authority: President

Policy # SA-002
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Statement

The Add/Drop, Withdrawal, Dismissal, 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 every five (5) years.

Purpose

The purpose of this policy is to ensure add/drop requests and related tuition charge adjustments and refunds (if applicable) are processed in a timely manner.

Roles and Responsibilities

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

Policy

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

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

Add/Drop

Students may add a course before the start of the module by contacting the Registrar’s Office. No classes may be added *after* the first week of the module. 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 of the module. 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. The Financial Aid Department will contact the student to discuss tuition changes to ensure the student is informed of the costs related to dropping courses.

Students requesting to take more than the recommended number of courses per module (course overload) must submit an overload request at least twenty-one (21) days prior to the start of the module in which they are requesting the overload. Students will be required to speak with the Financial Aid and Student Accounts Departments to discuss any implications for their funding and tuition and fee allocation. The overload request must be approved. Additional information on course overload requests is available in the Student Handbook and policy AA-017.

Withdrawals and Refunds

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

Students requesting to withdraw from individual courses, a program, or the University must meet with the Student Services Department to review the impact of withdrawal on academic scheduling, tuition adjustments, and financial obligations. Failure to do so will result in the student receiving the grade earned at the end of the module and will prevent enrollment in future classes.

Refund Schedule (based on Effective Start Date)

1. Withdrawal from a course within the first five (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. Withdrawal from a course from Day 6 to Day 12 from 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. Withdrawal from a course from Day 13 to Day 30 from the effective course start date*:
 - Will result in the course being shown as “W” (withdrawal) on the transcript and will carry no academic penalty.
 - You will not be eligible for a refund.
4. Withdrawal from a course on or after Day 31 from the effective course start date*:
 - If the student is failing at this time, the course being recorded as “WF (withdrawal fail)” on the transcript and a grade of zero (0) will be carried into the calculation of the GPA.
 - Passing at this time will result in the course being recorded as “WP (withdrawal passing)” on the transcript and no grade will be carried into the calculation of the GPA.
 - Communication from the student to the Registrar must be submitted at least ten (10) business days before the official course end date. If not received, the grade 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.

This 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 Add/Drop, Withdrawal, Dismissal 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.

Non-Refundable Fees

- Prior Learning Assessment fees
- Auditing course fees

Involuntary Withdrawal or Dismissal

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

- Academic dismissal
- Financial dismissal
- Violation of the rules of conduct

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days, is subject to involuntary withdrawal from the University. Following an academic dismissal, a student who wishes to return to the University must appeal the dismissal in accordance with the University's Student Corrective Action Policy (AA-004), and the principles of natural justice. AA-004 policy outlines the required steps, including the appeal process.

A student who is financially dismissed and does not appeal the dismissal or resolve their balance to bring their account to a current status within five (5) calendar days is subject to involuntary withdrawal from the University. The student will be held responsible for fees incurred up to the withdrawal date.

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

Related Policies and Documents

AA-002 Academic Integrity and Honesty Policy

AA-004 Student Corrective Action Policy

AA-011 Grading and Scholastic Requirement Policy

AA-017 Attendance and Enrollment Policy