

Centre for Christian Studies Withdraw - Incomplete Policy

approved by Finance Committee 18Nov03

Incomplete Status

A student is given an incomplete status on the transcript when the Leadership Module, Reflection Year, Theme Year or Integrating Year is assessed to be incomplete by staff.

Withdraw Status

A student is given a withdrawn status on the transcript when the student indicates to CCS Program staff or Registrar, in writing, that they are changing their student status and becoming an inactive student, or, withdrawing from the program.

Leadership Development Module normally, prior to the beginning of the 4th day of the course

Theme Year normally, prior to the first day of the Fall Learning Circle

Integrating Year normally, prior to the first day of the Fall Learning Circle

Reflection Year normally, prior to October 15

Inactive Student

Normally, an inactive student would not be accumulating any credit through external courses for a CCS Certificate or Diploma.

FINANCIAL ARRANGEMENTS FOR WITHDRAWAL

Leadership Development Module

Should a student accepted into the Leadership Development Module (LDM), either for continuing education or for the Certificate or Diploma program, withdraw, within four weeks of the Leadership Development Module beginning and up to the week prior to the course, they will be assessed a fee of \$125. plus the cost of the readings package. Any tuition paid in excess of this will be refunded and any allocated CCS bursary must be returned to CCS. Students withdrawing prior to the 4 week deadline will be assessed a fee of \$75.00, plus the cost of the readings package if it is not returned. Normally, no tuition will be returned if a student withdraws one week prior to the beginning of the LDM and any CCS bursary granted will be prorated.

Theme Year

A student who has indicated their intention to enter a Theme Year is considered registered in that Theme Year unless they indicate a change in student status or withdraw prior to September 1.

- a) Normally, a Theme Year student withdrawing from the program after September 1 and prior to the first day of the Fall Learning Circle, will be assessed a fee of \$600 plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded. Any CCS bursary granted to the student will be prorated.
- b) Normally, a Theme Year student changing their student status to Inactive or Reflection after

September 1 and prior to the first day of the Fall Learning Circle, will be assessed a fee of \$480 plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded after the fee required for the change in status is paid. Any CCS bursary granted to the student will be prorated.

- c) If a Theme Year student should withdraw from the program or change status after the beginning of the first day of the Fall Learning Circle, then fees owing OR the tuition to be returned will be assessed based on the amount of the program which the student has completed. Any CCS bursary granted will be prorated.

Integrating Year

A student who has indicated their intention to enter the Integrating Year is considered registered in the Integrating Year unless they indicate a change in student status or withdraw prior to August 15.

- a) Normally, an Integrating Year student withdrawing from the program after August 15 and prior to the first day of the Fall Learning Circle, will be assessed a fee of \$600 plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded. Any CCS bursary granted to the student will be prorated.
- b) Normally, an Integrating Year student changing their student status to Inactive or Reflection after August 15 and prior to the first day of the Fall Learning Circle, will be assessed a fee of \$480 plus the cost of the reading package for the Fall Learning Circle. Any tuition paid in excess of this amount will be refunded after the fee required for the change in status is paid. Any CCS bursary granted to the student will be prorated.
- c) If an Integrating Year student should withdraw from the program or change status after the beginning of the first day of the Fall Learning Circle, then fees owing OR the tuition to be returned will be assessed based on the amount of the program which the student has completed. Any CCS bursary granted will be prorated.

Reflection Year

A student who has indicated their intention to enter a Reflection Year is considered registered in that Reflection Year unless they indicate a change in student status or withdraw prior to September 1.

- a) Normally, a Reflection Year student withdrawing from the program after September 1 and prior to October 15, will be assessed a fee of \$150. Any tuition paid in excess of this amount will be refunded. Any CCS bursary granted to the student will be prorated.
- b) Normally, a Reflection Year student changing their student status to Inactive after September 1 and prior to October 15, will be assessed a fee of \$150. Any tuition paid in excess of this amount will be refunded after the fee required for the change in status is paid. Any CCS bursary granted to the student will be prorated.
- c) Normally, if a Reflection Year student withdraws from the program or changes status after October 15, no tuition will be returned to the student. Any CCS bursary granted will be prorated.