



Withdrawal Policy

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Last Approval Date:	August 23, 2023	Related Policies, Reference	Notice of Withdrawal Form, F001 Tuition, Fee and Refund Policy, A002 Learner Attendance Policy

For more information about PTIB and how to be an informed learner, go to:
<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

Purpose

The purpose of this policy is to establish guidelines and procedures for learners at the Centre for Indigenous Health Leadership (CIHL) to withdraw learners from a class or program at the CIHL, ensuring a fair and consistent process.

Scope

This policy applies to all learners enrolled in classes or training or academic programs at the CIHL.

Definitions

Voluntary Withdrawal: The act of a learner choosing to officially discontinue their enrolment in a class or training or academic program by following the designated withdrawal process within the specified timeframe.

Training or Academic Program (Program): refers to a specific set of courses and requirements leading to the completion of a degree, diploma, certificate or other offered credential at the CIHL.

Automatic Withdrawal: The institution-initiated process of removing a learner from their program or course at the CIHL.

Program Completion: The fulfillment of all academic requirements, including coursework, exams, practical components, or any other program-specific criteria necessary for the successful completion

of a CIHL program.

Transcript: An official document issued by the CIHL that provides a comprehensive record of a learner's academic history, including courses completed, grades earned, and any withdrawals or program completions.

Remediation: The process of working with learners to find solutions facilitating the continuation of their academic and professional development progression.

Appeal Process: The formal procedure allowing learners to challenge a withdrawal decision based on grounds of error, exceptional circumstances, or procedural irregularities. The appeal process provides an opportunity for the learner's case to be reviewed and reconsidered.

Academic Consequences: The implications resulting from a learner's withdrawal, which may include loss of credits, financial obligations, eligibility for scholarships or financial aid, and impact on academic progress or standing.

Policy

Learners are expected to complete their program(s) or courses(s) within the specified timeframe:

1. Within five (5) years from the "Contract Start Date" on their learner enrolment contract for part-time and up to two-year certificate programs.
2. By the course end date for courses, as communicated by the institution.

Voluntary Withdrawal Process:

Voluntary Withdrawal:

1. Learners may voluntarily withdraw from a class by completing and submitting the Notice of Withdrawal Form to learning@fnha.ca before 70% of the course is complete or at any time within the completion timeframe for programs.

Academic Consequences:

1. Upon successful withdrawal from a class, the learner's transcript will show a "W" to indicate the approved withdrawal. No credit will be granted for withdrawals, and it will not affect the learner's GPA.
2. Learners are encouraged to review Policy #F001 Tuition, Fee and Refund Policy for specific details on refund timelines and amounts within certain timeframes and other lenders' policies, if applicable.
3. If learners choose to resume their program or course(s), they must reapply for admission and may have to repeat courses if they return to their programs outside the specified completion timeframe.

Automatic Withdrawal for Incomplete Program or Course:

Notification and Remediation:

1. Prior to initiating the automatic withdrawal process, the institution will provide the learner with written notification, specifying the pending automatic withdrawal and outlining any remedial

measures available.

2. The learner will be given a reasonable opportunity to rectify their progress and meet the program or course completion requirements within a specified timeframe, as determined by the CIHL.

Automatic Withdrawal Process for Courses and Programs:

1. If a learner fails to complete their program or course within the prescribed timeframe and does not provide written or verbal correspondence with the CHIL, the CIHL may proceed with the automatic withdrawal.
2. As per the A002 Learner Attendance Policy, a learner who does not engage in a course within the first seven (7) calendar days (for example, by signing into an online course or appearing in person for an on-campus course) will be considered a 'no-show' and will be withdrawn from the course and may also be withdrawn from the program.
3. As per the A002 Learner Attendance Policy, learners who do not meet attendance requirements may be excluded from their final assignment/examination(s), assigned a letter grade of F (Fail), or may be required to withdraw from a course and/or the program of study.
4. If the learner does not meet the program or course completion requirements within the specified timeframe and no approved extension or resolution has been granted, the CIHL may proceed with the automatic withdrawal.
5. If a learner does not satisfy the course requirements for attendance and has not notified the instructor of the reason for their absence(s) or been approved accommodations by their instructor, the CIHL may proceed with the automatic withdrawal.
6. If a learner does not respond to the CIHL's request for more or specific information after two (2) attempts, the CIHL may proceed with the automatic withdrawal.
7. If a learner ceases to register and complete course requirements for their program at any time within the five-year completion timeline, the CIHL will send the learner correspondence inquiring about their decision to remain enrolled in their program. If the CIHL does not receive a response from the learner after fourteen (14) days, the CIHL may proceed with the automatic withdrawal from the program.
8. If a learner no longer meets the program eligibility, the CIHL may proceed with the automatic withdrawal from the program.
9. The automatic withdrawal for courses will be recorded on the learner's transcript with an "AW," and they will be notified accordingly.

Academic Consequences:

1. Upon automatic withdrawal from a class, the learner's transcript will show an "AW" to indicate the automatic withdrawal. No credit will be granted for withdrawals, and it will not affect the learner's GPA.
2. Learners are encouraged to review Policy #F001 Tuition, Fee and Refund Policy for specific details on refund timelines and amounts within certain timeframes and other lenders' policies, if applicable.
3. If learners choose to resume their program or course(s) after the automatic withdrawal, they must reapply for admission and may have to repeat courses if they are returning to their programs outside of the specified completion timeframe.

Appeal Process:

1. Learners have the right to appeal the automatic withdrawal decision within fourteen (14) days

of the CIHL notification date if they believe it was made in error or due to exceptional circumstances. Appeals will not be granted after fourteen (14) days.

2. The appeal process, including the submission of supporting documentation or a review by a CIHL representative, will be clearly communicated to the learner.