

Program Withdrawal Policy			
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Policy Number	307	Operational Responsibility	Director of Finance
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Objectives

This policy outlines the procedures and regulations for students wishing to withdraw from their academic program at LaSalle College Vancouver. It ensures clarity on the steps and responsibilities involved in the withdrawal process and the potential impact on tuition, academic standing, and refunds.

Scope

This policy applies to all enrolled students at LaSalle College Vancouver who intend to officially withdraw from a program or the College, as well as students who are required to do so by the College.

Policy Statement

Students may wish to discontinue their program of study for personal reasons or may be required by the College to withdraw from their programs. The procedure for withdrawing a student depends on the reason for the withdrawal. Withdrawal may be processed for one of the following reasons:

- Official withdrawals
- Unofficial withdrawals
- Required to withdraw for academic reasons
- Required to withdraw for non-academic reasons

Notice of Withdrawal

- Students must submit a written notice of withdrawal to the Office of the Registrar, Program Director, or Academic Advisor. This can be delivered via email, regular mail, in person, or via the link on our website ([Make a contract cancellation request](#)). The notice should include the student's name, student ID, program of study, the intended last date of attendance, and the reason for the withdrawal.

Effective Date of Withdrawal

The withdrawal is considered effective on the date the notice is received by the institution. This date will determine any applicable refunds and academic implications. The date of determination is the earlier of the date the student begins the withdrawal process or the date the notice is provided. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records.

Implications for Academic Records

Withdrawals that occur before the end of week nine (9) of an eleven (11) week term will be assigned a "W" grade for each course within that quarter. A "WF" grade will be assigned after week nine (9).

Every course for which a student receives an "F", a "UF", "W" or "WF" grade, and is a required course in their program, must be repeated and completed with a passing grade in order to graduate. The original grade and the subsequent passing grade(s) will remain on the official transcript for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average.

Refunds and Financial Implications

Students may be eligible for a refund based on the Refund Policy. Refunds are prorated depending on the timing of the withdrawal and whether it occurs before or after the start of the program. Specific timelines for refunds are defined under the Refund Policy.

Withdrawing from a course may mean withdrawing from the program, which has financial implications as outlined within the Student Enrolment Agreement. All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the College of the withdrawal.

Impact on International Students

International students who withdraw may need to report their withdrawal to Immigration, Refugees, and Citizenship Canada (IRCC), which may affect their study permit status.

Procedure for Re-Admission

Students who wish to re-enroll after withdrawing must apply for re-admission through the standard admissions process and may be subject to additional conditions or assessments.

Definitions

Official Withdrawal: When a student submits a written notice of withdrawal to the Office of the Registrar, Program Director, or Academic Advisor, the withdrawal is deemed an Official Withdrawal.

Unofficial Withdrawal: When a student does not submit a written notice of withdrawal to the Office of the Registrar, Program Director, or Academic Advisor, and stops attending their program, the withdrawal is deemed an Unofficial Withdrawal.

WF (Withdraw Fail): When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The “WF” is calculated as an “F” in the GPA and CGPA. The “WF” also counts as attempted hours.

Exclusions

In the event of a documented emergency or extreme illness, students may appeal to the College Financial Appeals Committee for an exemption to the standard withdrawal or refund policy.

Further Information

Student Enrolment Agreement

[Cancellation and Departure Policy - LaSalle College Vancouver](#)

[Policies and Forms | LaSalle College Vancouver](#)

- 302 Refund Policy
- 721 Undergraduate Satisfactory Academic Progress (SAP) Policy
- 724 Attendance Policy