



## **Yukon College Withdrawals**

The following three types of withdrawals are available to students at Yukon College. In the case of compassionate or backdated withdrawals, documentation is required. All requests for compassionate or backdated withdrawals must arrive at the Office of the Registrar before the end of the term. Requests that arrive later than that will not normally be considered.

### Regular Course Withdrawals

These withdrawals are typical course withdrawals that occur before the last date to withdraw without academic penalty. Withdrawals during the first week of the term will be accompanied by a 100% tuition refund. Withdrawals during subsequent weeks will be accompanied by decreasing amounts of tuition refunds over the first three weeks of the term. No tuition refund will be granted after the first three weeks of the term. All fees are non-refundable after they have been paid (i.e., at any point after registration). Students need to provide a written request to withdraw, or a Course Add/Withdrawal form complete with signature before the final date to withdraw from courses without academic penalty (as announced in the academic calendar each term). No further documentation is required for a regular course withdrawal.

### Compassionate Withdrawals

If students are not able to complete their courses after the beginning of the term, they will be considered for a full tuition refund at the time of withdrawal based on compassionate grounds. Students wishing to withdraw from courses based on compassionate grounds must submit documentation from a professional or college elder to the Office of the Registrar with a written request for withdrawal. The documentation must state that the student is not able to continue in their courses. If there is evidence that the student is not able to complete their coursework, they will be granted a full tuition refund. Fees will not be refunded.

### Backdated Withdrawals

If students encounter complications after the final date to withdraw without academic penalty that make it difficult for them to complete their courses, they can submit a request for a backdated withdrawal. This request must be accompanied by documentation from a professional or college elder that states that the student has encountered life events that will make it difficult for them to complete the term. These events should have occurred after the final date to withdraw from courses without academic penalty. If students are able to complete their courses, but choose not to due to the documented difficulties that they have encountered, they will be withdrawn from their courses without penalty. No refunds will be granted.

Questions? Contact [admissions@yukoncollege.yk.ca](mailto:admissions@yukoncollege.yk.ca) for help.