



SCHOOL OF PROFESSIONAL  
AND CONTINUING EDUCATION

## **COURSE WITHDRAWALS, TRANSFERS AND CANCELLATIONS - Effective July 1, 2009**

Students are responsible for formally withdrawing from courses they no longer wish to attend. Students can either withdraw online through MyNAIT Student Portal at [www.nait.ca/mynait](http://www.nait.ca/mynait) or fill out a School of Professional and Continuing Education Course Withdrawal form that is located on eForms at [www.nait.ca/eforms](http://www.nait.ca/eforms).

### **1. Face-to-Face Classroom + Online Delivery/eLearning Course Withdrawals**

Note: This procedure is for courses that have a set start and end date.

#### Before Class Start

Students must withdraw from a course *at least* three (3) full calendar days *prior* to course commencement to receive a full refund less a \$50 administrative fee.

Exceptions are noted as follows:

Courses with a \$500 non-refundable deposit: A full refund less deposit will be granted if the student withdraws from the course *at least* seven (7) calendar days *prior* to course commencement.

Programs with a \$250 non-refundable deposit: A full refund less deposit will be granted if the student withdraws from a full-time program *up to* 14 calendar days *from* course commencement.

#### After Class Start

Students are required to fill out a School of Professional and Continuing Education Course Withdrawal Form if they are no longer attending class or are withdrawing from a course.

Students are not entitled to any portion of a refund. If students do not provide written notification of a course withdrawal, a failing grade will be recorded on their record.

## **2. Distance Courses (Self-Paced and Independent Study) Course Withdrawals**

Note: This procedure is for continuous intake Correspondence and Computer-Based Learning courses.

Students are required to complete a School of Professional and Continuing Education Course Withdrawal Form if they are withdrawing from a course.

A full refund less \$75 administrative fee will be issued if a written request to withdraw or transfer from the course is received *up to* 14 calendar days from either the scheduled start date or the start date as indicated in your Welcome Letter.

Students are not entitled to any portion of a refund *after* 14 calendar days. If students do not provide written notification of a course withdrawal, a failing grade will be recorded on their record.

## **3. Course Transfers**

Continuing Education students are only permitted to transfer to Continuing Education courses.

To transfer *out* of a course in progress, a request must be made prior to the 3<sup>rd</sup> scheduled class. Exception: Transfers must occur 48 hours prior to course commencement for courses that are less than 18 hours in length.

Transfers *into* a course in progress can only be accommodated prior to the 2<sup>nd</sup> scheduled class. Any tuition difference and \$50 transfer fee must be paid at the time of course transfer.

Course transfers from one academic year to another will not be granted.

## **4. Course Cancellations**

NAIT reserves the right to cancel courses due to operational requirements. Every effort will be made to contact students by phone or email. In such cases, a full refund will be provided.