

Policy on Compassionate Withdrawal

1.0 Objective and Scope

- 1.1 The Policy on Compassionate Withdrawal outlines the process for granting a compassionate withdrawal to a student when required. This policy applies to all enrolled students, all individuals employed by the College of Technology Alberta, and any other individuals acting as representatives, or holding a titular position in the College.

2.0 Policy

2.1 Guidelines for Granting Compassionate Withdrawal

2.1.1 Eligibility Criteria:

- .1 A student who are unable to continue the program due to serious medical or compassionate reasons may be eligible for a compassionate withdrawal.
- .2 The college will consider compassionate withdrawal requests in a variety of circumstances, including but not limited to:
 - a) Serious and incapacitating injury to the student.
 - b) Serious and incapacitating medical or emotional/mental illness of the student.
 - c) Serious injury, illness, or death of an immediate family member (such as a child, spouse or spouse equivalent, father, mother, brother, or sister).
- .3 To qualify for a compassionate withdrawal, students must be in good academic standing in all the courses in which they are enrolled at the time when the medical, compassionate, or mental health issues develop.

2.1.2 Application Procedure:

- .1 The student is required to submit the notice of withdrawal by email or in person to Student Services.
- .2 Students requesting a compassionate withdrawal are also required to provide documentation supporting their need for withdrawal. This may include medical certificates, legal documents, or other relevant evidence to substantiate their circumstances.
- .3 Students must submit their request for a compassionate withdrawal within one week of the event that necessitates the withdrawal or before their

attendance or performance is adversely affected by the situation. A request that is submitted more than one week after the event will not be accepted.

- 2.1.3 Review Process: Once a student submits their request and supporting documentation, there should be a formal review process in place. Student Services will assess all the information provided and make decision based on the provided information and the eligibility criteria outlined.
- 2.1.4 Notification: After the review process is complete, the student is notified of the decision regarding their compassionate withdrawal request. If approved, the notification may include information about any academic or financial implications of the withdrawal.
- 2.1.5 Refund: The College will issue any applicable refunds to the student within thirty (30) calendar days, as outlined in the Policy on Refunds.