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# Student Withdrawal Policy

**Policy ID:** 4-403

**Approved by:** Vice President, Operations

**Executive(s) Responsible:** Executive Director, Student Retention, Records and ISA

**Administrator(s) Responsible:** Registrar

**Revision Date:** October 4<sup>th</sup>, 2024

**Effective Date:** October 4<sup>th</sup>, 2024

**Next Review Date:** October 1<sup>st</sup>, 2027

## Background and Scope

The Withdrawal Policy at Ontario Institute of Health and Innovation (OIHI) is designed to provide a clear and consistent framework for students who wish to withdraw voluntarily from their programs. This policy outlines the procedures that must be followed for a student to officially withdraw from Ontario Institute of Health and Innovation (OIHI), ensuring that both the institution and the student are fully informed of their rights and obligations. This policy applies to all students enrolled in programs at Ontario Institute of Health and Innovation (OIHI).

## Definitions

**Written Warning:** This is a formal disciplinary document, where a student is officially notified in writing about a violation of school policies or inappropriate behavior. This communication, delivered either via email or letter, outlines the issue, expectations for future behavior, and potential consequences if the misconduct continues.

**Student Withdrawal:** The act of leaving the school or an organization voluntarily by submitting a formal request often through the registrar's office or an online student portal.

**Administrative Withdrawal:** The act of sending someone away from a school or an organization by school administration with the possibility of readmittance/reinstatement. Please refer to the Reinstatement and Readmittance Policy for details.



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**Withdrawal Interview:** This is a meeting between an OIHI representative with students who request to withdraw from their program. Its purpose is to understand the students' concerns, provide potential solutions, and ensure that they are informed about the implications of withdrawal, particularly in relation to their academic record, financial obligations, and, for international student's visa status.

**Official Date of Withdrawal:** The date on which the Withdrawal Form is submitted to and received by the OIHI Admissions Office.

**Outstanding Balance:** Any unpaid tuition fees or other charges owed by the student to Ontario Institute of Health and Innovation (OIHI) at the time of withdrawal.

### **Purpose of the Policy**

The purpose of this policy is to define the process and conditions under which a student may withdraw from Ontario Institute of Health and Innovation (OIHI). The policy ensures that all withdrawals are handled in a standardized manner, protecting both the student's and the institution's interests, and clarifying the implications of withdrawal on tuition fees, academic standing, and student records.

## **Policy Statements**

### **1. Withdrawal Process**

- 1.1.** Students who wish to withdraw from Ontario Institute of Health and Innovation (OIHI) are expected to submit a completed Withdrawal Form which can be found on the Ontario Institute of Health and Innovation (OIHI) Student Portal. Non-attendance in classes and incomplete academic assignments do not signify a formal withdrawal request. Additionally, until the withdrawal process is finalized, the student maintains their prior status (enrolled) and all related rights and responsibilities.
- 1.2.** The Withdrawal Form must include the student's identification information, program details, and the reason for withdrawal.
- 1.3.** The official date of withdrawal will be the date on which the completed Withdrawal Form is received by the Registrar Office.



- 1.4.** In the absence of a formal withdrawal request, the student will remain accepted/enrolled in the program and will be responsible for all associated tuition fees and other charges, as outlined in their enrollment contract.
- 1.5.** Students considering withdrawal from Ontario Institute of Health and Innovation (OIHI) are encouraged to attend a withdrawal interview with the student retention officer. For international students, this interview will help clarify your next steps to ensure compliance with your study permit and maintain your status in Canada. If necessary, we will refer you to an RCIC-certified immigration consultant for further guidance. Additionally, once all conditions are met, the student retention officer will expedite the certification of your withdrawal.

## **2. Conditions for Withdrawal**

- 2.1.** International students should provide proof of the reason for withdrawal, such as a Letter of Acceptance from the new institution (if changing institutions), Refusal Letter from IRCC (if withdrawing due to Study Permit Refusal), a return ticket to their home country (if applicable) and other supporting documentation depending on the specified reason for withdrawal from the institution.
- 2.2.** If the withdrawal is due to medical reasons, no documents will be requested via the student portal. The medical reason will be identified and OIHI Accessibility team will connect with student(s) to collect further information.
- 1.1.** Students must confirm that there is no outstanding balance on their account. Overdue accounts will be sent to a collection agency if arrangements for payment are not made within 90 days of submitting the Withdrawal Form.
- 1.2.** All modules/courses registered for and withdrawn from after the appropriate registration deadline are counted as attempts. Additionally, non-attendance of a module/paper is not considered a withdrawal.
- 1.3.** All modules/courses registered for and withdrawn from after the appropriate registration deadline are considered incomplete, and the student will receive a failing grade.

## **3. Implications of Withdrawal**

- 3.1.** Withdrawal from Ontario Institute of Health and Innovation (OIHI) is not a request for a refund. The eligibility of a refund, if applicable, will be determined based on Ontario Institute of Health and Innovation (OIHI) 's Refund Policy.



- 3.2.** Withdrawal may affect the student's academic standing, transcript records, and future admissions to other institutions. It is the student's responsibility to understand these implications before submitting a withdrawal request.
- 3.3.** Ontario Institute of Health and Innovation (OIHI) is required to report students funded by the Ontario Student Assistance Program (OSAP) to the Ministry of Colleges and Universities. A student's withdrawal status may affect their eligibility for OSAP assistance.
- 3.4.** Ontario Institute of Health and Innovation (OIHI) is required to report international student enrolment status to Immigration, Refugees and Citizenship Canada (IRCC) as per IRCC's compliance reporting request. Being in violation of your Canada Visa Status conditions might apply your current eligibility to continue in the country, as well as the result of future applications.

#### **4. Finalizing Withdrawal**

- 4.1.** Once the conditions of withdrawal are met, the students will receive written confirmation of their withdrawal, including any final obligations or actions required on their part registered email address and provide instructions on how to initiate the refund process.
- 4.2.** An official transcript will be issued within 60 days for students who have completed one or more modules/courses.

#### **5. Return of College Property**

- 5.1.** Students who withdraw must return any college property (such as ID cards, library books, or equipment) within 10 business days of the withdrawal date.
- 5.2.** Failure to return college property in good condition may result in financial charges, though these charges cannot be deducted from the student's fee refund.

#### **3. Re-instatement/Re-admission**

- 3.1.** If a student wishes to continue the program after withdrawal, they may be eligible to apply for reinstatement or readmission.
- 3.2.** Please contact the Registrar Office for the details.



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## Related Legislation

- Ontario Career Colleges Act, 2005.
- OSAP Private Institutions Performance Requirements

## Related Policies

Policy Name	Policy Number
Refund Policy	1-108
Reinstatement and Readmission Policy	TBC