I. Purpose
   i. This Policy provides guidelines for students, program management and program operational staff to ensure that Continuing Professional Education (CPE) program withdrawals, transfers and deferrals are managed effectively and consistently.

II. Principles
   i. A student must inform CPE as soon as possible in writing (e-mail or fax) of any intention to withdraw, transfer or defer participation in a program.
   ii. Within 30 days of notice, the student must submit a completed withdrawal / transfer / deferral request, accompanied by the appropriate fee. (For any refund eligibility please refer to the Program Refund Policy – Continuing Professional Education).
   iii. Transfers and Deferrals
      a. Prior to start of a program, a student may defer her/his enrolment a maximum of two times.
      b. Once a program has started, a student may transfer (if all eligibility requirements are met) or defer her/his participation a single time and by no more than two following offerings of the original program.
   iv. For CPE Programs:
      a. The transfer / deferral fee will be waived if the completed transfer / deferral request is made:
         i. For full-time programs, before the second classroom session has been delivered; OR
         ii. For on-line or blended programs, within two weeks of the start of the program.
      b. Transfers/deferrals will only be entertained at any other time for documented medical, family emergency or employment reasons and at the discretion of the Director, Continuing Professional Education.
      c. Transfers/deferrals will require the student to re-pay tuition fees for any course (program component) that is being repeated. Payments of tuition fees for program components that have not been started at the time of the request will be applied to the future cohort program.
d. Students may withdraw from a course with no academic penalty, if the deferral or transfer request is submitted before 60% of the course has been complete.

v. A transfer or deferral, restricts a student’s opportunity to receive a refund in the case of a later request for withdrawal from a program, as the eligibility for a refund is associated with the starting date of the program in which the student was originally registered.

vi. Withdrawal from an SCS program will impact the status of a student visa held by an International Student.

III. Responsibilities

i. Approval – SMT

ii. Review & Maintenance – Director, Operations & Organizational Effectiveness

iii. Compliance – Departmental Management

IV. Policy Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Changes</th>
<th>Author</th>
<th>Approval</th>
<th>Approval Date</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Initial Policy</td>
<td>DGP</td>
<td>SMT</td>
<td>01/May/2019</td>
<td>01/Sep/2019</td>
</tr>
</tbody>
</table>

V. Related Documents

i. Withdrawal, Transfer and Deferral Procedure

ii. Program Refund Policy - Continuing Professional Education

VI. Definitions

N/A

VII. Appendices

N/A