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Withdrawal Policy	
1. Policy Statement	SAE establishes clear, unambiguous policy regarding student withdrawal to support students.
2. Purpose	This policy describes the processes by which a student may withdraw from SAE.
3. Scope	<p>This policy applies to students of SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver.</p> <p>“Student” means a person who is presently enrolled at, and if applicable, including students participating in work experience placements.</p>
4. Associated Policies & Procedures	<ul style="list-style-type: none"> ● Tuition Fee Refund Policy
5. Associated Documents	<ul style="list-style-type: none"> ● Private Training Act ● Private Training Regulation
6. Policy	<p>6.1 Withdrawing If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Office of The Registrar. This must be done by e-mail, registered mail or in person.</p> <p>6.2 Refunds Refunds are calculated according to the Institute’s Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.</p> <p>6.3 International Students & Study Permits An international student whose application for a study permit has been denied is entitled to a refund but must provide a copy of a refusal of a study permit by email, by registered mail, or in person to Office of The Registrar prior to the program start date.</p> <p>6.4 Early Release Students may require ‘early release’ from their program. To qualify for early release a student must complete and pass all required assignments and examinations. Under special circumstances, a student may request an exemption from completing all assignments and examinations. Consideration will be given to such requests and each case will be judged on its own merits. The Office of The Registrar must approve early release. If early release is granted, the student will receive credit for the term; this will</p>

	normally be an average of standing marks. Credit for the term may be conditional upon the student writing substitute examinations or completing special assignments.
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Administrative Information & Version Control

Date	Summary of Changes	Approved by
01/02/2017	Initial Version	
30/05/2019	Revised for new format	L.McMillan. Dean.