

Procedure Title:	Continuing Education Registration and Withdrawal
Procedure ID:	OP 5-503B
Manual Classification:	Student Services/Registrar
Linked to Policy:	5-503
Approved by Senior Management Team (SMT):	June 18, 2025
Effective Date:	July 1, 2025
Next Policy Review Date:	July 1, 2028
Contacts for Procedure Interpretation:	Executive Vice President, Academic

1.0 - Purpose

The purpose of the Registration and Withdrawal policy is to describe registered student statuses, and basic requirements of course registration, completion and withdrawal.

2.0 - Definitions and Acronyms

Academic Year: The annual Academic Year occurs from September through to August. A period of study for two successive academic terms normally reflects an academic year for study purposes.

Co-requisite: A term used to describe a course that has to be completed concurrently with another course.

Ontario College Credential: Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma or Ontario College Graduate Certificate

Pre-requisite: A term used to describe a specific course that a student must successfully complete before registering in another course.

Prior Learning Assessment (PLAR): A process that gives the student an opportunity to obtain academic credit for one or more courses in a certificate or diploma. The student is required to demonstrate that they have acquired the necessary skills and knowledge according to the PLAR policy.

Term/Semester: Reflects a period of study in the academic year which is normally about fifteen (15) weeks – Fall, Winter, Spring

Withdrawal: A student status that occurs when a student is no longer enrolled in a course or program that was previously in progress.

3.0 – Guiding Principles

Registration is the official process of:

1. Selecting specific courses,
2. Confirming enrollment based on necessary fee payment,
3. Meeting course and program eligibility requirements and

4. Course space availability.

Upon completion of these steps eligible students are able to attend classes, use College facilities and resources, and receive academic credit if a course is successfully completed. Withdrawal is a student status that occurs when a student is no longer enrolled in a course or program that was previously in progress.

4.0 - Scope

The Continuing Education Registration and Withdrawal procedure applies to all students wishing to take courses through Continuing Education and Contract Training, including courses offered through Ontario Learn. This operating procedure does not include learners enrolled in Real Estate Education Programs, or Ontario College Credential programs.

5.0 – General Principles

5.1 – Registration

Students are permitted to enroll into available Continuing Education courses online, by phone or in person at the Office of the Registrar.

Some courses offered through Continuing Education require successful completion of requisite courses or programs, as detailed in the course or certificate description.

Students will be required to pay the required course tuition fees during or following registration in a course(s).

5.2 – Continuing Education Withdrawals

Students may withdraw from a program of study at any time by completing and submitting the applicable withdrawal form to the Office of the Registrar.

The effective date of a withdrawal is the date the withdrawal form was submitted.

For in-person or hybrid courses less than 3 weeks in duration:

- Withdrawals received more than 13 calendar days prior to the start of classes will receive a full refund less an administrative charge.
- Withdrawals received within 13 days of the start of classes will not be eligible for a refund.
- Students may transfer into another class within the same semester within 5 business days of the start of the original course.

For in-person or hybrid courses greater than 2 weeks in duration:

- Withdrawals received prior to the first scheduled day of class will receive a full refund less an administrative charge.
- Withdrawal requests received on or after the first day of classes will not receive a refund.
- No refund of tuition fees paid for the current term. A refund in full for tuition fees paid for a future term of study.

Ontario Learn Courses:

- Withdrawal requests received within the first 10 days of class will receive a full refund of

- any fees paid less an administrative charge.
- Withdrawal requests received after the 10 day of classes of classes will not receive a refund.

Other online self-directed or instructor-led courses:

- Withdrawal requests received up to 24 hours prior to the scheduled class start date will receive a full refund of any fees paid less an administrative charge.
- Withdrawal requests received on or after the first day of classes will not receive a refund.

5.3 Eligibility for a Credential

To successfully complete a Continuing Education certificate program, a student must:

- Successfully complete all required courses and the prescribed number of electives by evaluation, exemption or PLAR,
- Complete all requirements for a program within 5 years of beginning the program, and,
- Apply to receive their credential through the Continuing Education website following program completion.

Students can request an extension of the 5 years to complete approval through the Office of the Registrar. Cases will be considered on an individual basis by the Dean/Principal.

6.0 - Related Documents

- 5-503 Registration and Withdrawal

History of Amendments/Reviews

Date Approved	Approved By	List of Approved Amendments / Review
June 18, 2025	SMT	NEW