



<b>Policy</b>	<b>E-2.8</b>
<b>Approved By:</b>	<b>Education Council</b>
<b>Approval Date:</b>	<b>June 16, 2014</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Education</b>

## MEDICAL/COMPASSIONATE WITHDRAWALS

### Purpose / Rationale

The purpose of this policy is to recognize circumstances under which students are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances - such as death in the immediate family, a student's sudden illness or accident, health or mental health issues. This policy provides the option for a student to request a medical/compassionate withdrawal and fee refund under exceptional circumstances.

### Scope / Limits

This policy applies to all students enrolled in graded courses and programs offered by Camosun College.

### Principles

1. The College recognizes that serious medical/compassionate/mental health matters may arise for students that prevent them from successfully continuing their studies.
2. Medical or compassionate withdrawals are approved at the discretion of the Director, Student Services and Registrar.
3. Medical or compassionate withdrawal requests will normally only be considered prior to the last day of instructional activity of the term, semester, or quarter.
4. The College recognizes that financial hardship can sometimes arise as a result of medical/compassionate circumstances.

## DEFINITIONS

1. *Health Care Provider*– For the purposes of medical or compassionate withdrawals, health care providers are *normally* defined as:

- a) Physician ( GP or medical specialist)
- b) Nurse Practitioner
- c) Psychiatrist
- d) Psychologist
- e) Counsellor
- f) Aboriginal Elder

## A. GUIDELINES

### 1. Process

- a) Students withdrawing due to exceptional medical/compassionate circumstances after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) must submit a completed medical/compassionate withdrawal form to the office the Director, Student Services and Registrar if they are seeking tuition refund.
- b) Between the last day to drop classes without an academic penalty (typically 66% of the course length) and prior to the last day of instructional activity of the term, semester, or quarter in which he/she is enrolled, a student must submit a completed medical/compassionate withdrawal form to the Office of the Director, Student Services & Registrar in order to withdraw without academic penalty.
- c) Requests will be considered within three weeks of submission.
- d) Refunds will be provided as follows:
  - a. Students withdrawing after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) will have 100% of their tuition fees, less registration deposit (domestic students) or tuition deposit (international students) refunded.
  - b. Refunds will not be provided beyond the last day to withdraw without an academic penalty (typically 66% of the course length).

## 2. Appeals

- a) Students who have been incapacitated to the extent that they could not submit their request for a medical/compassionate withdrawal prior to the last day of the term, semester or quarter, may appeal to Director of Student Services and Registrar for special consideration. Requests for special consideration must be accompanied by confirmation from an appropriate health-care provider (as identified above) who has had a therapeutic relationship with the student of a duration sufficient to support the appeal and can confirm that the student was incapable of taking the necessary steps to submit their request for a medical/compassionate withdrawal prior to the end of the term, semester or quarter.
- b) Appeals to the decision of the Director of Student Services & Registrar may be submitted to the Office of the Vice-President Education.

## B. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[E-2.2 Course Withdrawals](#)

[E-2.4 Student Appeals](#)

[E-1.1 Academic Progress](#)

[Medical/Compassionate Withdrawal Form](#)