



AC.3.1.1 Grading and Progression – Credit Courses

Schedule B: Withdrawal in Extenuating Circumstances Process

A. Governing Principles

1. This process applies to all SAIT credit programs, credit courses, and apprenticeship programs.
2. SAIT recognizes that extenuating circumstances may arise outside of a student's control and may require flexibility in the application of SAIT's withdrawal deadlines and tuition/fee refunds. These circumstances include unexpected medical circumstances, legal or court-related circumstances, bereavement, or other significant personal circumstances.
3. Typically, the circumstances that qualify for a withdrawal in extenuating circumstances will affect all courses in which a student is enrolled. For this reason, most requests are for a complete withdrawal from all courses.
4. Students who participate in all course requirements, and in particular who complete the final evaluation (exam, assignment, in the course, are not eligible for a withdrawal in extenuating circumstances.
5. SAIT will not grant a full refund of the tuition and will not grant a refund of a student's fees after the term's add/drop date has passed. However, SAIT may, at its discretion and in extenuating circumstances as set out in this schedule, consider a partial refund of 50% of the tuition after the term's add/drop date has passed.
6. As part of the request process, a student may be required to submit supporting confidential information. SAIT will respect and maintain the confidentiality of this information, and will restrict access to this information as necessary.

B. Process

1. A student must submit the request for withdrawal in extenuating circumstances before the end of the term from which you are asking to be withdrawn. In extreme circumstances, such as where the student is incapacitated or is otherwise unable to action the request within this timeline, SAIT may consider a request that is submitted up to 30 days after the end of the course (which is the last day for the course as set out in Banner).
2. An international student is required to meet with an international student advisor from the International Center before submitting their request.
3. The student must include the following information in their request:
 - a) The rationale for their request. Note that the student usually needs to provide documents and/or other evidence to support the rationale for their request.

- b) Whether they are requesting:
 - i) A late withdrawal;
 - ii) A partial refund of 50% of the tuition; or
 - iii) A late withdrawal and a partial refund of 50% of the tuition.
4. The student submits their request and supporting documentation (which may include medical information) to Accessibility Services. Students do not submit medical information to the Office of the Registrar or to any other office at SAIT.
5. Accessibility Services reviews the student's request and supporting documentation. Accessibility Services advises the Office of the Registrar and, in the case of an international student, the International Centre, of the results of this review.
6. The Office of the Registrar decides if the student's request for a withdrawal in extenuating circumstances will be upheld or denied. This decision is final and binding.
7. The Office of the Registrar advises the student of its decision.

Related Procedures

- AC.3.19.1 Student Leaves procedure
- FN.18.1.1 Student Tuition and Fee Refunds procedure