

STUDENT WITHDRAWAL POLICY (GC-POL-29)

Item	Detail
Policy No.	GC-POL-29
Effective Date (this revision)	September 29, 2026
Next Scheduled Review	September 29, 2027
Applies To	All students in all programs
Responsible Office	Office of the Registrar
Regulatory Basis	Private Training Regulation ss.1 (“notice of withdrawal”), 2, 32–36, 46, 53(1)(g)
Related Policies	GC-POL-10 Refund; GC-POL-13 Leave of Studies; GC-POL-28 Deferral; GC-POL-03 Student Dismissal; GC-POL-02 Dispute Resolution
Institution	Guildford College Inc. PTIRU Institution No. 04470

1. Purpose

Every student has the right to withdraw from their program at any time. This policy explains how to give notice and what happens next.

2. How to withdraw

1. Send the College a written notice of withdrawal (or, for an international student, a copy of a refusal of a study permit) by **email to admissions@guildfordcollege.com**. A notice may also be delivered by registered mail to Guildford College, 205 – 5460 152 Street, Surrey, BC V3S 5J9, or in person at the Admissions Office.
2. The notice should include the student’s name, student number, program and cohort. A Withdrawal Form is available from the Admissions Office, but any written notice with the same information is accepted.
3. The withdrawal takes effect on the date the College receives the notice. An email is received on the day it is sent, even if it is sent outside office hours.
4. A request for a deferral, a leave of studies or a grade appeal is not a notice of withdrawal. Stopping attendance without written notice is not a withdrawal; the no-show rule in the Refund Policy and the Student Dismissal Policy may then apply.

3. What the College does

1. Acknowledges the notice in writing within two (2) business days, confirming the effective date.
2. Calculates any refund under the Refund Policy (GC-POL-10), records the calculation in the student record, and pays the refund within 30 days after receiving the notice.
3. Records the withdrawal date in the student record and in the student data report to PTIRU (PTR s.53(1)(g)); for study-permit holders, reports the change in enrolment status as required by IRCC; for StudentAid BC recipients, reports the withdrawal to StudentAid BC.
4. Issues a transcript of completed courses on request.

4. No fee

The College does not charge a fee for withdrawing.

5. Returning to study

A student who withdraws may re-apply for a later cohort; a new Student Enrolment Contract will be required.

6. Disputes

A student may dispute a refund calculation or any other decision under this policy through the Dispute Resolution Policy (GC-POL-02), free of charge.

Approved by: Firas Haddad, President & Senior Educational Administrator, Guildford College Inc. · Approved and effective September 29, 2026.

All Guildford College student policies are published at <https://guildfordcollege.com/policies/>.