

## Student Withdrawal Policy

### Implementation Date

5 January 2015

### Last Revision Date

08 July 2021

### Position(s) Responsible

Admissions Advisors and Campus Director

### Authorized by

Campus Director

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1. If a student decides to withdraw from a program, they must provide a dated, written, notice of withdrawal to the Campus Director. Refunds are calculated according to Western Maritime Institute's Registration Fee and Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing. (Ref. page 17)
2. An international student whose application for a study permit has been denied is entitled to a refund under PTIB bylaw 38.3, as follows:  
If an international student's Study Permit application has not been completed by the start date identified in the Western Maritime Institutes (WMI) Letter of Acceptance and the student so notifies the WMI, at the request of the student, WMI may issue an additional Letter of Acceptance for a later start date. In such a circumstance, WMI will charge the student an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application.
3. WMI may retain the lesser of 10% of the total fees due under the contract or \$400.00 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada.
4. Students denied a Study Permit must provide WMI with a copy of the denial letter 30 days prior to the program start date as set out in the institution's most recently issued Letter of Acceptance.
5. Should a student fail to advise WMI, or choose to withdraw for other reasons, WMI's refund policy will apply.
6. Refunds owed to students to be paid within 30 days of WMI receiving a copy of the Study Permit denial letter.