

Withdrawal

Students who wish to withdraw from the Certificate of Visual Arts Program will be asked to provide their withdrawal notice in writing to the Office Administrator.

Depending on the circumstances and the details given in the student's written notice, the student will be contacted by the Director, office administrator or instructor involved within five business days to discuss the reasons for withdrawal. Any issues arising from this discussion will be documented and addressed as necessary. The School will make every effort to accommodate the student with options or alternatives to meet their needs. Any fee adjustments or refunds will be forthcoming as applicable to the individual situation and according to the School's Refund Policy.

If written notice is received by the school on or before the eighth class of a twelve-class semester, the student will not receive an academic penalty. Student records will show the withdrawal status as follows:

- Withdraw – issued to students who provide written notice before week eight of the course
- Withdraw/Fail – issued to students who withdraw after week eight or do not provide notice