



CAA – Industry Training Program

**Withdrawal Policy**

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Name of Policy

June 25, 2014

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Implementation Date

**Industry Training Program Manager**

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Position(s) Responsible

June 25, 2014

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Date of Last Revision

Pending as of June 25, 2014

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Education Committee Approval

**Policy:**

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Student Registrar. Refunds are calculated according to the Canadian Avalanche Association (CAA) Refund & Cancellation Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

**Procedure:**

- 1) As per the CAA Refund and Cancellation Policy, a student may be entitled to a refund of tuition fees in the event that the student provides written notice to the institution that he or she is withdrawing from the program.
- 2) The written notice of withdrawal may be delivered in any manner provided that a receipt or other verification is available that indicates the dates on which the notice is delivered.
- 3) The notice of withdrawal is deemed to be effective from the dates it is delivered.
- 4) Refer to the CAA Refund and Cancellation Policy for details pertaining to the refund to which a student is entitled