



POLICY TITLE: **Program Withdrawal and Course Drop Policy**

POLICY CATEGORY: ACADEMIC

POLICY NUMBER:

POLICY OWNER: Registrar and Associate Vice-President, Strategic Enrolment

POLICY APPROVER: Board of Governors

APPROVAL DATE: 6/3/2026

EFFECTIVE DATE: 7/7/2015

REVIEW PERIOD: Every 5 Years

REVIEWED: 4/1/2026

REVISED: 6/3/2026

## **1. Purpose**

The purpose of this policy is to document the requirements and process for students at George Brown Polytechnic to withdraw from a program or drop a course. This policy complies with the Ministry of Colleges, Universities, and Research Excellence (MCURES) directives and the Immigration, Refugees, and Citizenship Canada (IRCC) regulations.

## **2. Scope**

This policy applies to all post-secondary students at George Brown Polytechnic. Apprenticeship and Continuing Education programs have their own program withdrawal and course drop policies and do not fall within this policy.

## **3. General Principles**

- 3.1. Applicants who have accepted an offer and paid a deposit are academically and financially responsible for their enrolment.
- 3.2. Students who have registered for courses in a program are academically and financially responsible for their enrolment.
- 3.3. The Important Dates schedule for each academic year will outline predetermined withdrawal dates for each Term and Session Term.
- 3.4. Withdrawing from a program or course may have significant impacts such as student aid and award eligibility, length of study, sponsorship arrangements, program progressions, and IRCC implications for international students.
  - 3.4.1. Prior to withdrawing from a program and/or course, students are strongly encouraged to speak with the applicable department and Faculty.

## **4. Program Withdrawal Deadlines**

### **4.1. Partial Refund Deadline**

- 4.1.1. The date to drop a program to be eligible for a partial refund is listed on the George Brown Polytechnic Important Dates webpage. Normally, it is the 10<sup>th</sup> business day of the term.
  - 4.1.1.1. Domestic students withdrawing from a term by the partial refund deadline are entitled to a refund of tuition fees, less the non-refundable deposit and any non-refundable material fees.
  - 4.1.1.2. International students withdrawing from a term by the partial refund deadline are entitled to a refund of tuition fees, less the administrative withdrawal fee and any non-refundable material fees. Administrative fees are as follows:
    - 4.1.1.2.1. Post-Secondary Programs: \$1,000.00 administrative withdrawal fee
    - 4.1.1.2.2. Refused Study Permits: \$100.00 administrative withdrawal fee
  - 4.1.1.3. International students should refer to the <https://www.georgebrown.ca/international/accepted-students/withdrawal-and-refund-policy> for additional information related to withdrawals and are encouraged to speak with their international student advisor.

## **5. Course Drop Deadlines**

### **5.1. Partial Refund Deadline**

- 5.1.1. The date to drop a course and potentially be eligible for a partial refund is listed on the George Brown Polytechnic Important Dates webpage. Normally, it is the 10<sup>th</sup> business day of the term.
  - 5.1.1.1. Full-Time Enrolment Status Course Drops
    - 5.1.1.1.1. Dropping a course by the deadline will only result in a partial refund if the student's enrolment status changes from full-time to part-time.
    - 5.1.1.1.2. If the student remains in full-time status, there will be no refund for a course dropped, as the expectation is that a full-time student completes their full course load based on program and semester.
  - 5.1.1.2. Part-Time Enrolment Status Course Drops
    - 5.1.1.2.1. Dropping a course by the deadline date will result in a refund of tuition fees, less an administrative withdrawal fee per course and any non-refundable material fees.

## **6. Academic Penalty Deadline**

- 6.1. The date to withdraw from a program or drop a course without academic penalty is listed on the George Brown Polytechnic Important Dates webpage. Normally, it is the 50<sup>th</sup> business day of the term.
  - 6.1.1. When dropping a course that has a non-standard start date and/or duration, the last day to drop without academic penalty must be prior to 60% of course delivery dates having been held.

6.2. Courses that are dropped after the 10<sup>th</sup> business day but on or before the academic penalty deadline will not be graded, and there shall be no refund.

6.2.1. The course will be removed from a student's academic record and not used in calculating the grade point average (GPA).

## **7. Withdrawal and Drop Request Responsibility**

7.1. A program withdrawal or a course drop must be officially requested and processed. Not attending classes or notifying the instructor of your intention to withdraw is not an acceptable notification for withdrawal.

7.2. Domestic students can officially withdraw from programs and/or drop courses using the online self-service student hub (STU-VIEW) or by notifying the Registration Department in writing.

7.3. International students must officially withdraw from their programs following the international withdrawal process posted on the international student webpage, including submitting all required supporting documentation.

7.3.1. International students may drop individual courses through the self-service hub (STU-VIEW) or by notifying the Registration Department in writing; however, it is the student's responsibility to ensure they adhere to the conditions of their study permit.

7.4. Students receiving financial assistance must notify the Financial Aid Office of any changes to their enrolment status.