

INSTITUTIONAL REFUND POLICY

The registration office has been designated as the official office for withdraw notification. Refunds are calculated based on the day a student officially drops a class by contacting the registration office in person, by mail, email, or phone.

If NCCC exercises its right to cancel a class, a full refund will be issued.

If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund:

100% refund if the completed drop form is received by the registration office within 1% to 13% of the business days in the class period. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the academic calendar for that semester.

The dean of student development or dean of the Ottawa campus may authorize exceptions to this policy.

Courses 16 or more weeks in duration

If a student has completed registration in a class lasting sixteen (16) or more weeks and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund:

100% refund if the completed drop form is received by the student services office within two weeks (14 calendar days) after the official start date of classes, as published. A specific date for the end of the 100% refund period for each semester will be published in the schedule for that semester. Classes beginning after the official start date will be dealt with on an individual basis. No refund will be given after the end of the two-week refund period.

Courses less than 16 weeks in duration (mini-courses)

A full refund will be made for withdraws prior to or on the first day of class. No refund will be given after the first day of class. The chief financial officer may authorize exceptions to this policy.