
Deceased Student Policy

Effective Date

April 18, 2001

Purpose

The purpose of this policy is to describe the process undertaken by Athabasca University upon the death of an active student.

Definitions

For Athabasca University's purposes, a student is declared deceased upon receipt of a copy of the student's death certificate or obituary.

Policy

Upon verification of a student's death, Athabasca University will inactivate a student, withdraw them from current courses and provide a refund, where applicable.

The Office of the Registrar must receive a copy of the student's death certificate or obituary before the student can be withdrawn from the course (s). Upon notification that the student is deceased, the Office of the Registrar shall change the student's status in the database. The student shall be withdrawn from all courses in which she/he is actively registered, even if it is beyond the normal time limits for processing withdrawal requests. The date of withdrawal will be the date of death.

Regulations

The Office of the Registrar shall notify other departments (e.g. Course Materials Production, Learning Services - Tutorial [which will notify the tutor (s)], Financial Services, and Library Services) via e-mail that the student is deceased.

If a student's death occurs before the course contract date, a full refund shall be processed and the withdrawal processing fee shall be waived.

No refund shall be granted if the student's death occurs after the contract date of a course. No additional refund shall be processed if the course materials are returned at a later date by the next-of-kin.



Procedure

N/A

Approved by

Registrar, October 9, 1990
Academic Council, April 18, 2001

Amended Date/Motion Number

November 1996
April 18, 2001 - Motion No. 163-6

Related References, Policies and Procedures

[Posthumous Awarding of Credentials Policy](#)
[Course Material Returns and Refunds Policy](#)

Applicable Legislation/Regulations

N/A

Responsible Position/Department

Assistant Registrar, Registration Services