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## Graduate Course Refund Policy

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### Department Policy Number

139

### Effective Date

September 1, 2006

### Purpose

To allow students to receive a partial refund of their registration fee when they withdraw from a graduate level course before the course contract start date or within 30 days of a course contract start date.

### Definitions

Course Contract Start Date - The date the course commences.

Course Contract End Date - The last scheduled date of a course. All course work, including assignments, quizzes and examinations, must be completed before the contract end date.

Course Contract Period - The time a student is actively registered in a course and begins on the course contract start date and runs until the course contract end date.

Official Student Record - An official document issued by Athabasca University that communicates the courses completed and the final grades achieved in those courses. Also called a transcript.

### Policy

With the exception of the Centre for Innovative Management and programs offered through the Campus Alberta Applied Psychology (CAAP) Initiative, students who withdraw from a graduate level course are entitled to a full refund less the approved processing and/or other related fees of the applicable centre provided that they submit their request to the centre no later than 30 days after the course start date.

For students taking a course offered through the Centre of Innovative Management, established regulations within the Centre will prevail.

For students taking a course within the CAAP initiative, the regulations established by the school delegated the responsibility of administration will prevail.



Courses deemed eligible for refund will not appear on a student's official record.

## **Regulation**

Withdrawals and refund requests must be requested in writing.

## **Procedure**

1. How to submit a request for course refund: Students submit their withdrawal and refund requests directly to the Centre in which the course is being offered.
2. Request for exception: Requests for exception are directed to the designated officer within the Centre in which the course is being offered.
3. Appeals: All first level appeals are directed to the designated officer within the Centre in which the course is being offered. The Assistant Registrar, Registration Services makes the final decision for appeals to the Graduate Course Refund Policy.

## **Approved by**

Athabasca University Academic Council, Motion No. 190-15, September 15, 2005

## **Amended Date/Motion No.**

## **Related References, Policies, and Procedures**

Graduate Grading Policy Graduate Course Withdrawal Policy

## **Applicable Legislation/Regulation**

N/A

## **Responsible Position/Department**

Assistant Registrar, Registration Services

## **Keywords**

Refund, graduate course refund, graduate refund policy, graduate course refund policy