

Student Withdrawal Policy

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the on-site Administrator. Refunds are calculated according to the **NPC College of Arts + Design** Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

Procedure:

1. A student wishing to withdraw from a program must provide the on-site Administrator with written notice of intention to withdraw from the program in which s/he is registered.
2. The student's withdrawal is effective on the date the notice is received.
3. The on-site administrator will mark on the written notice of withdrawal:
 - 1) the date
 - 2) the administrator's printed name and title and
 - 3) the administrator's signature.
4. The written notice of withdrawal will be placed in the student's file by the receptionist.
5. Any refund due to the student will be calculated and paid according to the **NPC College of Arts + Design** refund policy and will be paid within 30 days of receipt of the withdrawal notice.
6. Alternatively, the student shall be informed of any tuition still due to the college.
7. The final grade for the student in the program from which they withdraw shall show as "I," for "incomplete."