

## Full and Part-time Programs

### Withdrawing from classes

If you decide you are unable to continue with classes you must officially withdraw. Official withdrawals are effective as of the date they are received in writing, by the Registrar's Office. As students signatures are required on withdrawals, the Registrar's Office is unable to accept your withdrawal by telephone. If you cannot withdraw in person, download and complete a [withdrawal form](#) and fax it to the Registrar's Office. The fax numbers are listed on the right-hand side of the form. Please fax it to the campus where you registered for your classes. Students who fail to officially withdraw will be graded RW (Required to Withdraw).

### Qualifying for a refund

If you withdraw before classes begin, or within the first week, you may qualify for a refund. The date the written notification of withdrawal is received in the Registrar's Office is the date used to determine the refund. See the [VCC Refund Policy](#), which is also printed on the back of your Cashier's Receipt. Students are responsible for obtaining a refund schedule and must be aware of refund deadlines. There are no refunds after the 5th day of the term or program.

It takes approximately four to six weeks to process a refund cheque. Where tuition fees have been paid by a sponsoring agency, the refund is returned to that agency. A full refund is made in the event VCC cancels a course or program. Cash refunds are not available under any circumstances. VCC does not issue refunds for amounts less than \$20.

Students wishing to know the amount of refund prior to withdrawal or transferring should obtain that information only from the Cashier's Office at Downtown Campus, 604-443-8409, or Broadway Campus, 604-871-7045.

VCC does not refund the following:

- Student Association Fees (appeals for refunds should be directed to the Student Association office)
- Graduation Fee
- Career program deposits
- Application fees
- Assessment fees
- College Initiative Fund fees

## International Students

If you are an international student:

- For non-ESL programs, withdrawal and refund policies are the same as for domestic students in the same program.
- For ESL programming withdrawal and refund policies, please refer to the policy of [VCC International](#).