



PTIRU Institution # ID-02287 | DLI # O264573530022 | EQA ID # 0000-689

STUDENT WITHDRAWAL POLICY

1. If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Administrator who will then forward it to the Program Director.
2. Refunds are calculated according to the [West Coast Institute Refund Policy](#) and the date on which the written notice of withdrawal is received will be used to determine any refund owing.
3. An international student whose application for a study permit has been denied is entitled to a refund under PTIRU Bylaws, **if a copy of the denial letter is provided to the West Coast Institute prior to the session start date.**
4. Policy to be implemented by the Administrator.

REVIEWED 1/1/2025