

Withdrawal Policy

Ritz Training College	04735	
Name of Institution	Institution Number	
Withdrawal Policy	February 1st, 2024	February 1st, 2024
Name of Policy	Effective Date	Revision Date

This policy governs “Student Withdrawal” respecting Ritz Training College (Ritz) and any aspect of its operations.

1. Students may wish to withdraw from their programs.
2. The process by which students withdraw from the program is as follows:
 - a. A written request of withdrawal is required to be sent to the Student Service Center.
 - b. And the college will send back a written notice within 7 days once the request is received.
 - c. The program director should set up a meeting with the student in a week after the written notice is sent by the college, to know about the reason to withdraw and possible solutions with the student.
 - d. If the student still chooses to withdraw after the meeting, a formal student withdrawal document should be created with information, such as last date of attendance, final account balance and refund plan, within 7 days after the meeting.
3. The charges will be calculated based on the “Tuition Refund Policy”.
4. The refund process will be conducted according to the “Tuition Refund Policy”.
5. The college will send notifications of the student withdrawal to other agencies if applicable.