

StFX Online Withdrawal & Refund Policy

A student withdrawing from a course should immediately notify the Program Office in writing (e-mail). **Notification to the instructor does not constitute official withdrawal from a course and not considered in the calculation of refund – you must follow the steps indicated below.**

Refunds are based on the date the formal notice of withdrawal is received by the Program Office.

Undergraduate Online Courses

- **Fall/Winter terms:**

- To drop a course, log onto the StFX Home Page (www.stfx.ca), click on MyStFX, and then click **Students - MyData, & Banner Self Service via Portal**. Click on Banner / mesAMIS, enter email and password info, click on Banner Self Service and enter Student ID and PIN. Follow instructions from there. For assistance, call the Centre for Online Learning and Professional Studies office at (902) 867-2372 or 877 867-3906.
- Refunds - refer to Section 2.1.3 in the current StFX Academic Calendar: <https://www.mystfx.ca/registrars-office/academic-calendars> or to the Student Account website: <https://www.mystfx.ca/financial-services/refunds>
<https://www.mystfx.ca/registrars-office/course-drop-dates>

- **Spring & Summer terms:**

- If a student withdraws from an undergraduate course during the spring or summer terms: immediately notify Centre for Online Learning and Professional Studies by e-mail: stfxonline@stfx.ca. Include your StFX ID# and the course name/number in the e-mail subject line.
- If a student withdraws up to and including the day the online course begins, a full refund is issued. If a student withdraws in the first week, 2/3 of the tuition will be refunded; 1/3 if withdrawal is in the second week. During or after the third week, no refunds issued.

Distance Nursing (Post RN BScN Program)

- If a student withdraws from a course in the Post RN BScN Program (Distance Nursing), immediately notify the Distance Nursing Program Office by e-mail: distance.nursing@stfx.ca. Include your StFX ID# and the course name/number in the e-mail subject line.
- If a student withdraws up to and including the day the online course begins, a full refund is issued. If a student withdraws in the first week, 2/3 of the tuition will be refunded; 1/3 if withdrawal is in the second week. During or after the third week, no refunds issued.

Master of Education

- Students withdrawing from a course or the MEd Program should immediately notify the MEd Program Office by email: med@stfx.ca. Include your StFX ID# and the course name/number in the subject line.
- Prorated refunds are made from the date of the notice of withdrawal. No refund is available after nine (9) class hours have elapsed. A \$100 administration fee is charged if a student withdraws from a course within two weeks prior to the start date of the course.