

PROCEDURE FOR WITHDRAWAL

Consult the [university calendar](#) to learn about deadline dates for withdrawal with refund and authorized withdrawals (with no indication of failure recorded, and without refund).

HOW TO NOTIFY A WITHDRAWAL

Via secure services from [Symbiose](#) under the tabs « Mon dossier étudiant » and « Inscription en ligne / Annuler des cours ».

When withdrawal via the Symbiose portal is not possible, please contact your Module by email, by phone (819 762-0971) or in person:

- **School of Engineering**
Room D-525, Ext. 2557
genie@uqat.ca
- **School of Indigenous Studies**
Room 4314, Ext. 6562
etudes-autochtones@uqat.ca
- **Management Sciences**
Room A-400, Ext. 2277
sc-gestion@uqat.ca
- **Research Institute on Mines and the Environment**
Room F-101, Ext. 2443
irme@uqat.ca
- **Educational Sciences**
Room A-300, Ext. 2224
sc-education@uqat.ca
- **Social Work**
Room A-500.1, Ext. 2485
sc-sociales@uqat.ca
- **School of New Media**
Room B-300, Ext. 2643
nouveauxmedias@uqat.ca
- **Health Sciences**
Room D-401, Ext. 2610
sc-sante@uqat.ca
- **Forest Research Institute**
Room D-526, Ext. 2461
irf@uqat.ca
- **Behavioural Sciences**
Room A-502, Ext. 2354
sc-comportement@uqat.ca

Look for the option below that describes your situation and act accordingly, to avoid penalties.

WITHDRAWAL WITH REFUND

Definition

Withdrawal from one or more courses with a refund of tuition fees, excluding admission fees and general fees, which include registration and student life fees. See the section on tuition fees on the UQAT website. No results will appear on the transcript. As the first admission session must be validated by enrolment, if all courses are withdrawn from with a refund, the student must submit a new application for admission in order to take courses again.

Courses beginning during the first week of the session

To obtain a refund of tuition fees and a partial refund of other fees, the student must comply with the deadline specified in the university calendar.

Courses beginning after the first week of the session

For the fall and winter sessions, withdrawal from courses that begin after the first week of classes may occur no later than ten (10) working days after the course starts.

For the summer session, withdrawal from courses that begin after the first week of classes may occur no later than five (5) working days after the course starts.

Intensive courses

For courses taught on an intensive schedule one-day, or over several weekends notice of withdrawal must be provided no later than five (5) working days after the first day of the course. In the case of one week of intensive courses classes every day, notice of withdrawal must be provided at the end of the first class.

Courses taught over two (2) or more sessions

Notice of withdrawal from a course that is delivered over more than one session must be provided no later than twenty (20) working days after the start of the course.

Supervised courses

Notice of withdrawal with refund of tuition fees, partial refund of other fees and of supplementary fees must be provided no later than five (5) working days after the first meeting with the supervisor. Any refund of supervision-related fees must be approved by the Program Director.

WITHDRAWAL WITHOUT REFUND AND NO MENTION OF FAILURE RECORDED

Definition

Withdrawal from one or more courses with no refund, and no mention of failure recorded in the student's record. The letter X will appear on the transcript.

Courses beginning during the first week of the session

A student may withdraw from one or more courses without refund and without mention of failure. The student must comply with the deadline specified in the university calendar. In this case, the deadline corresponds to the fiftieth (50th) working day after courses start, or the equivalent.

For the summer session, this deadline corresponds to half the number of working days contained in the intensive courses offered during the session.

Courses beginning after the first week of the session

For the fall and winter sessions, withdrawal from courses that began after the first week of classes may occur no later than fifty (50) working days after courses start.

In the summer session, withdrawal from courses that begin after the first week of classes may occur no later than the date corresponding to half the number of working days contained in the intensive courses offered during the summer session.

Intensive courses

For courses delivered on an intensive basis, over a full day or several weekends, or as an intensive week-long course (every day), withdrawal must be notified by the end of the 21st hour of the course, counting from the start of the course.

Courses taught over two (2) or more sessions

Notice of withdrawal from a course that is delivered over more than one session must be provided no later than seventy-two (72) working days after the start of the course.

Supervised courses

A student may withdraw from a supervised course within 50 working days of the start of the session or the equivalent, as specified in the university calendar.

WITHDRAWAL AFTER SPECIFIED DEADLINES

Students may withdraw from courses after specified deadlines have passed. In such cases, a failing grade will appear on the transcript.

If a student is unable to complete the process within the prescribed time limits and believes they are entitled to an authorised withdrawal or a refund, they must notify their module in writing (by signed letter) or email, providing an explanation (in the case of illness, a doctor's note is required).

The module will process the withdrawal and forward the student's request to the Registrar's Office. This will be reviewed and a decision will be made by the Registrar or their representative. Only cases of force majeure will be considered.

A refund may be possible between the deadline for withdrawal with a refund and the deadline for withdrawal without a fail mark and without a refund, provided the student's file is complete. The situation must be well documented to ensure fairness to all students. Full explanations must be provided (in the case of illness, a doctor's note is required). Evidence must be submitted before the end of the term, even if the request is deemed to have been made within the required timeframe.

SUMMARY FOR A WITHDRAWAL REQUEST

	Deadline for withdrawal with a refund	Deadline for withdrawing without a refund and without a record of failure	
Winter 2026	26 January	30 March	After 30 March
Summer 2026 Intensive Regular	11 May 19 May	29 May 16 July	After 29 May After 16 July
Fall 2026	8 September	13 November	After 13 November

Date set out in the academic calendar	Refund	No refund	Failure
Force majeure	Refund	Refund	No refund