

Information for Apprentices

Welcome to Madison College! As you know many aspects of your apprenticeship are governed by the terms of the contract you and your employer signed with the Bureau of Apprenticeship Standards when you became an apprentice. In addition to these requirements, you are also subject to the policies that apply to all Madison College students while you are attending instruction. These policies are available for your review at <https://madisoncollege.edu/policies-guidelines>.

Course Withdrawals

Due to the unique relationship between apprentices, their employers, and Madison College, there are important differences in the way that class withdrawals are handled for apprenticeships. Tuition refunds are significantly impacted by the timing of the withdrawal. Because of this, it is critical that you follow the steps below to maximize any refund you may be due in the event that you need to withdraw from a course or courses. The refund policy can be viewed at <https://madisoncollege.edu/tuition-refunds>.

Some apprenticeships are overseen by a committee and some are not. If you need assistance in determining if your apprenticeship is overseen by a committee, please contact the School of Applied Science, Engineering, & Technology at (608) 246-6800 or ASET@Madisoncollege.edu.

If your apprenticeship is overseen by a committee:

If your apprenticeship is overseen by a committee, the committee has the ultimate authority to continue or terminate your apprenticeship. Committees meet monthly or bimonthly and some time may elapse between actions taken by you or your employer that result in the need to end your apprenticeship (e.g. separation of employment) and the next meeting of the committee. During this period you are strongly encouraged to continue attending instruction at Madison College. Your withdrawal is not official until the committee takes action at a meeting. In the event that the committee determines to discontinue your apprenticeship your official withdrawal date will be the date of the committee decision, and your refund will be calculated accordingly.

If circumstances make it impossible for you to continue attending instruction, you may notify Madison College of your desire to withdraw using the [Add/Drop Request Form](#). Your withdrawal will not be official until the committee takes action at a meeting. If the committee decides to discontinue your apprenticeship, your official withdrawal date will be the date that the attached form is received by Madison College, or the last day you attended instruction, whichever is later, and any refund you may be due will be calculated based on this date. Discontinuing instruction should be an option of last resort, as the committee may choose to continue your apprenticeship while you resolve barriers to program completion, and any missed instruction will need to be made up.

If your apprenticeship is not overseen by a committee:

If your apprenticeship is not overseen by a committee, the Bureau of Apprenticeship Standards has ultimate authority to continue or terminate your apprenticeship. Some time may elapse between your employer's notification to the Bureau of their or your intent to end your apprenticeship and the Bureau's official action. During this period you are strongly encouraged to continue attending instruction at Madison College. Your withdrawal is not official until the Bureau takes action. In the event that it is determined to discontinue your apprenticeship your official withdrawal date will be the date of the correspondence from the Bureau, and any refund you may be due will be calculated based on this date.

If circumstances make it impossible for you to continue attending instruction, you may notify Madison College of your desire to withdraw using the [Add/Drop Request Form](#). Your withdrawal will not be official until the Bureau notifies Madison College. If the Bureau decides to discontinue your apprenticeship, your official withdrawal date will be the date that the attached form is received by Madison College, or the last day you attended instruction, whichever is later, and any refund you may be due will be calculated based on this date. Discontinuing instruction should be an option of last resort, as the Bureau may choose to continue your apprenticeship while you resolve barriers to program completion, and any missed instruction will need to be made up.

Who gets the refund?

If your employer has a third party billing agreement in place with Madison College, meaning that they paid tuition on your behalf, they will receive any refund due to a withdrawal. Madison College takes no position in how your employer chooses to handle refunds. If you paid tuition to the College, any refund that you're entitled to will be disbursed to you.

Information about Adding and Dropping Classes

Detailed information about adding and dropping classes is available at <https://madisoncollege.edu/add-drop-classes>