
Deceased Student Procedures

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Deceased Student Policy (115)
Policy Contact:	Coordinator, Enrolment, Records, and Examination Services
Procedure Contact:	Coordinator, Enrolment, Records, and Examination Services
Effective Date of Procedures:	June 14, 2017
Review Date:	Annually

Purpose

To define the process to be undertaken by Athabasca University (the University) upon notification of the death of a student.

Definitions

Deceased Student	For the University's purposes, a student is declared deceased upon receipt of a copy of the student's death certificate or obituary.
Executor	A person appointed in a decedent's will to carry out the provisions of that will.
Next of Kin	A person's closest living relative or relatives (e.g. spouse, adult interdependent partner, parent, adult child, sibling).
Official Student Record	A file containing documents and data, regardless of their physical medium (paper, electronic), their format, type, or characteristics, which was created to gather, store and preserve information regarding a student's entire history of learning at a post-secondary institution. The file includes courses,



grades, credits, degrees, and other information pertaining to the file's subject.

Procedure

1. When the Coordinator of Enrolment, Records and Examination Services in the Office of the Registrar is notified of a student's death, the Office of the Registrar will request a death certificate or obituary, and a mailing address for sending all documentation regarding the student's estate, from the Deceased Student's Next of Kin or Executor. The Office of the Registrar will update the student's Official Student Record with this status.
2. The Office of the Registrar will notify other departments (e.g. Materials Management, Learning Services Tutorial, Financial Services, and Library Services) via email that the student is deceased.
 - a. Learning Services Tutorial will determine the courses that the Deceased Student was registered in and will notify the applicable tutor(s) and/or academic expert(s) that the student is deceased.
 - b. Materials Management will determine whether a refund on course materials is possible. All refunds of Course Materials follows the [Course Material Returns and Refunds Policy](#).
 - c. Library and Scholarly Resources will determine whether the student has outstanding books or other materials on loan or fees owing and notify Enrolment Services, which will coordinate the return of the books or other materials. They will also contact Financial Services to coordinate charges, if any.
 - d. If a course refund is provided, Financial Services will make a refund to the credit card on file. If the credit card has been cancelled, or if the transaction happened more than a year before the transaction is made, a cheque will be issued payable to the "Estate of (student name)" and mailed to the mailing address of the estate. For tax purposes, Financial Services will run a T2202A report to ensure what, if any, tuition benefit documents should also be provided.
3. Enrolment Services, in the Office of the Registrar, will be the main point of contact with the Deceased Student's Next of Kin or Executor and will arrange coordination of returns, refunds, and any other correspondence regarding closing the student's account.

Applicable Legislation and Regulations

Alberta's [Freedom of Information and Protection of Privacy Act](#)



Related References, Policies, Procedures and Forms

[Deceased Student Policy \(115\)](#)

[Posthumous Awarding of Credentials Policy \(103\)](#)

[Posthumous Awarding of Credentials Procedures \(103a\)](#)

[Course Material Returns and Refunds Policy \(54-001\)](#)

History

Athabasca University General Faculties Council, June 14, 2017, Motion # 38-03 (associated policy approved)