

## Application Withdrawal

Students denied a Study Permit **must** provide the institution with this completed form and documents prior to the expiration date given on the Letter of Acceptance. Authorized withdrawals are subject to a \$200.00 administrative fee as well as the \$150.00 non-refundable application fee. All other monies will be refunded upon receipt of the required documents.

## Refunds after the program of study starts

Please refer to the policy stated on the back of your enrollment contract. Students who have remaining tuition deposit balances after completing one or more terms are subject to a \$200.00 administration fee when requesting a refund.

### PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
 Student's Address: \_\_\_\_\_  
 Prov. /State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

### WITHDRAWAL REQUEST

Will you complete the current term?  Yes  No

#### Reason for withdrawal:

- Attending another college – (please indicate school): \_\_\_\_\_)
- Financial issues
- Denial of Study Permit (please attach a copy of the letter)
- Other - Details: \_\_\_\_\_

#### Student's Written Request:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Withdraw term: \_\_\_\_\_ Refund form received: YES  NO

Withdrawal form received by: Admissions  Enrollment Services  Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Refund applicable: YES  NO  Amount to be refunded: \$ \_\_\_\_\_

For Visa Rejected, letter of rejection verified: YES  NO  Verified by: \_\_\_\_\_