



# CONTINUING STUDIES

## Request to Withdraw from a Continuing Studies Certificate Program

**REFUND POLICY:** Registered students withdrawing prior to the start of certificate programs will be subject to a \$200 non-refundable fee. It is the student's responsibility to be informed about refund policies and to contact Continuing Studies in writing when withdrawing.

Please print

Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
(last name) (first name(s))

Mailing Address \_\_\_\_\_  
(street) (city/town) (province) (postal code)

Phone Number \_\_\_\_\_

Request withdrawal from (name of certificate): \_\_\_\_\_

Reason for withdrawal (attach official documentation): \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Program Coordinator Recommendation: \_\_\_\_\_ YES \_\_\_\_\_ NO PC Initials: \_\_\_\_\_

Comments: \_\_\_\_\_

Associate Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Authorized: \_\_\_\_\_

PLEASE SELECT YOUR CAMPUS

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