



**EXTENDED STUDIES  
COURSE WITHDRAWAL REQUEST**

Term: \_\_\_\_\_

Student Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

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

Return Email Address: \_\_\_\_\_

ACAD Degree program:  Yes (If you have been admitted into the BFA or BDes program.)

Reason for request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- I have read the attached Withdrawal/Refund Policy.
- I would like to provide more feedback on my reason for withdrawing (request a Withdrawal Feedback Form).
- If applicable – I am including/attaching a medical note.

WITHDRAW	+ TRANSFER TO	OFFICE USE					
Course(s)	Course(s)/Term	Code	Refund If applicable	GST	Additional Cost If applicable	GST	Total

Student Signature  
**(Required for Credit courses):** \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE**

Received Extended Studies: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

- Original – Extended Studies
  - Copy – Registrar’s Office (if Admitted student)
  - Copy – Student (retain for your records)
- Security Manager notified/emailed   
 (Withdrawal only)



## EXTENDED STUDIES WITHDRAWAL / REFUND POLICY

### REQUEST FOR WITHDRAWAL

Your request must be submitted in writing and will be in effect the date it is received by Extended Studies. It can be mailed, faxed, emailed or delivered to our office during regular hours (please consult the calendar). We will do our best to respond to your request within a day's notice.

### Withdrawal and Transfer

Generally, where space permits, and before the second class, we can transfer you to a different course within the same semester or the next semester at no additional administrative cost. Where there is a difference in the course fees, we will refund your account or assess an additional charge. Some course fees do change from semester to semester.

### Withdrawal without Failure – Credit Courses

To ensure a failure grade is not recorded on your academic record you must withdraw by the date published in our calendar.

### REFUNDS

Eligibility is based on the following guidelines:

Processing Fee	Not refunded (unless course is cancelled)
Full Course Tuition	1 week before course start date (please consult the calendar)
Half Course Tuition	After the 1 <sup>st</sup> class but before to the 2 <sup>nd</sup> class
No Refund	After the 2 <sup>nd</sup> class
Medical	Must be supported by a doctor's note or relevant medical documentation.