

Refund/Transfer/Voluntary Withdrawal Form

Last Name First Name

Mailing Address City Postal Code

Home Telephone Business Telephone

Full Refund 75% Refund Transfer Voluntary Withdrawal

Would you like your REFUND cheque (if applicable) sent to the above address? Y N

If 'no' please indicate alternate address: _____

	Course Name	Course #	Start Date	Fee
From:				
To:				
From:				
To:				

REASON FOR WITHDRAWAL (*Please provide supporting documentation)

- Course Canceled Medical* Time Conflict
 Class Material/Size Instructor Related Job Re-location*

Detailed Explanation: _____

Credit Card Number: _____
For refunds to credit cards Expiry Date

Student Signature Date

Course Change Requests:

- **MUST BE IN WRITING**
- Ceasing to attend a class does not constitute a withdrawal.
- Withdrawals will be accepted up to three-quarters of the way through a course.

Refund Policy

For courses:

The full tuition fee will be reimbursed up to one week prior to the start of a course. The tuition fee less an administrative fee of 25% will be reimbursed prior to the start of the second class. No refunds will be granted after this point.

For seminars/workshops:

The full tuition fee will be reimbursed up to one week prior to the start of the seminar/workshop. No refunds will be granted after this point.

Transfer Policy:

A course transfer is permitted up to the start of the second class and is subjected to the following conditions when received less than one week before the course starts:

• one transfer per course registration within the same program area

NON-REFUNDABLE COURSE TRANSFER

Note: Textbooks received in class and included in the cost of a course may not be returned and that cost will be deducted from the refund.

Office Use Only

[] VW	[] RFND
[] TRSFR	[] TRSF LETTER
Rct/Voucher #:	_____
Rfnd Amount: \$	_____
Date:	_____
Processed by:	_____
Emailed []	