



**REQUEST FOR VOLUNTARY WITHDRAWAL
FROM INDIVIDUAL COURSE WITHIN A FULL-TIME PROGRAM**

VOLUNTARY WITHDRAWAL:

It is the student's responsibility to withdraw from a course before the deadline to ensure no academic penalty is incurred. There are no refunds for individual course withdrawals within a full-time program (see statement of account for important full-time program refund policy information). See course outline for withdrawal policy.

**** Please submit to the PACE Academic Advisor ****

PLEASE PRINT CLEARLY

Last Name	First Name	Middle Name
Email Address		Student Number
Mailing Address		Date of Birth (MM/DD/YYYY)
City	Province	Postal Code
Home Telephone		Cellular Telephone

Course Name: _____ **Course Number:** _____

Reason for Withdrawal: _____

FULL-TIME DIPLOMA PROGRAM

- | | |
|--|--|
| <input type="checkbox"/> Educational Assistant | <input type="checkbox"/> Network Security |
| <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Managerial and Financial Leadership | <input type="checkbox"/> Public Relations, Marketing & Strategic Communications Management |
| <input type="checkbox"/> Marketing Management | <input type="checkbox"/> Web Development |

Program Start Date: FALL TERM WINTER TERM SPRING TERM

Have you advised your funder of the course withdrawal? Yes No

Student Signature

Date

Academic Advisor

Date

OFFICE ONLY

Non-Refundable Transfer:
 Yes No

Date: _____

Authorization: _____