



**REQUEST FOR REFUND/TRANSFER/VOLUNTARY WITHDRAWAL
FROM AN INDIVIDUAL COURSE WITHIN A PART-TIME PROGRAM**

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. It is the student's responsibility to withdraw from the course to ensure no academic penalty is incurred.

- FULL REFUND * 75% REFUND * TRANSFER * VOLUNTARY WITHDRAWAL *

* See refund, transfer and withdrawal policies on back page

STUDENT INFORMATION - Please Print Clearly

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

Are you funded? YES * NO * If yes, please include documentation that funder has been notified

COURSE INFORMATION

Course Name: _____ Course Number: _____

Reason for Withdrawal: _____

If requesting to transfer to new course, transfer to:

| Course Name | Course Number | Start Date | Fee |
|-------------|---------------|------------|-----|
| | | | |
| | | | |
| | | | |

Student Signature

Date

Program Manager/Coordinator

Date

OFFICE USE ONLY

VW RFND
 TRSFR TRSF Letter

Rct/Voucher#: _____
Rfnd Amount: \$ _____
Date: _____
Processed by: _____
Emailed []

Course Change Requests:

- MUST BE IN WRITING
- Ceasing to attend a class doesn't 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.

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

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:

- Will be a non-refundable course transfer
- One transfer per course registration (of equal course fee)
- One year expiration date
- Registration and space availability
- Limited to PACE classroom-based course application
- No earlier than three (3) days prior to the start date
- Some additional conditions may apply.