

Request for Voluntary Withdrawal/Refund/Transfer From 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

Last Name	First Name	Middle Name	Student Number
Email Address		Telephone	
Mailing Address	City	Province	Postal Code

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 Signature _____ **Date** _____

This form must be submitted via email to paceregistration@uwinnipeg.ca

Office Use Only

VW
 Refund
 Transfer
 Transfer Letter

Receipt/Voucher# _____

Refund 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: Ceasing to attend a class does not constitute a withdrawal.

- 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.