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PROGRAM WITHDRAWAL FORM

Name:	Student ID#: 100 _____
Address:	
Term: <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring	Semester: 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/>
Program:	OSAP Recipient? <input type="radio"/> Yes <input type="radio"/> No

Reason for withdrawal (please select **one** of the following):

<input type="radio"/> Accepted offer to another institution	<input type="radio"/> Personal/Family Problems
<input type="radio"/> Changed mind prior to class	<input type="radio"/> Problem Manager time/responsibilities
<input type="radio"/> Did not like Program	<input type="radio"/> Program not what Expected
<input type="radio"/> Financial Difficulties	<input type="radio"/> Program too Difficult
<input type="radio"/> Health reasons	<input type="radio"/> To accept employment
<input type="radio"/> Lost Motivation	<input type="radio"/> To seek employment
<input type="radio"/> Low Grades	<input type="radio"/> Wants different Program -Does not know
<input type="radio"/> No Longer interested	<input type="radio"/> Wants different Program -knows

Other Reason:

Your feedback allows us to improve our services and to better understand student needs. The above information is collected for statistical purposes only.

Refund Information:

Please note the deposit for full-time programs of \$200 is non-refundable. Part-Time students have a \$20 non-refundable deposit per course. The remainder of tuition paid will be eligible for refund if the withdrawal form is completed with signatures within the first ten days of scheduled classes. The Registrar's Office will initiate refunds in accordance with the Withdrawal Policy. Please refer to <https://www.confederationcollege.ca/department/policies/academic> for the complete program withdrawal policy and procedure.

Refunds are sent through PayMyTuition. The process takes approximately 4-6 weeks, and you will receive the interact e-transfer to your Confederation College email. You will need to enter a one-time password to access your funds so the payment may be deposited. **To access the password log into the myCampus portal and under the launchpad section select "Banner Information System". Next select "Student Services", "Student Records" and then "Interac eTransfer Password".**

REQUIRED:

Staff explained the implications of withdrawing – Yes <input type="radio"/>	Student understands the implications of withdrawing- Yes <input type="radio"/>
Student Signature:	Date:
Please Print name:	
Coordinator/Student Services Signature:	Date:
Please Print Name:	

Please note: All withdrawals are final. Course registration and grades cannot be restored once a withdrawal has been processed.

The information on this form is collected under the legal authority of s.15 of the *Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19*. The information is used for the administrative and statistical purposes of the College and/or the Ministry of Training, Colleges and Universities (MTCU). For more information visit <https://www.confederationcollege.ca/department/registration/disclosure>.

Policy: Withdrawal from the College

- 1.1. A formal College Withdrawal is required by full-time students withdrawing from the college.
- 1.2. The effective date of withdrawal is the date the completed and signed Withdrawal Form is received by Registration Services
- 1.3. To withdraw officially without academic penalty, a student must complete the Withdrawal Form prior to November 15th (fall), March 15th (winter), June 15th (spring) or by the specified dates as published in the Academic Calendar.
- 1.4. Withdrawals, after the deadline dates will be processed, however F grades will be assigned to each course registration at the time of withdrawal.
- 1.5. A properly completed, dated and signed Withdrawal Form will be the only item used to determine allowable tuition fee refunds for full-time students.

What withdrawing student should know

OSAP Recipients – if you are in receipt of OSAP funding, you will need to be aware of the following:

You will enter repayment of your student loans within 6 months of withdrawing from full time studies

Any refund for tuition will be returned to the National Student Loan Service Centre to be paid on your student loan You will be re-assessed for funding for the current academic year and will most likely have an overpayment

You will be reviewed for academic progress and will most likely be placed on academic probation or academic restriction (if already on academic probation).

For further information regarding your responsibilities please refer to the OSAP website at <https://ontario.ca/osap>

Students Planning to Return to College

If you intend to return to a **new** program or retake first semester of your current program you will reapply through ontariocolleges.ca

Please make sure you are informed of application deadline dates and admission requirements

If you are returning to your current program but in a semester other than first semester you will need to fill in a [‘Readmission Form’](#).

If you are returning to the same program in any semester, it is recommended you speak with your Program Coordinator and/or Student Success Advisor about returning

Students leaving to seek employment

If you are leaving to seek employment you are encouraged to connect with Northwestern Employment Works (on campus in Sibley Hall; 960 William Street). Northwestern Employment Works provides career counselling and other employment services free of charge.

Students wishing to access services are encouraged to ask for a referral to an Employment Advisor or can contact the Northwestern Employment Works Resource Centre at (807) 473-3829.