

Withdrawal Request Form for Continuing Education Courses

Please ensure that you have read and understood the Withdrawal Policy on our website prior to submitting this form. This form requires your signature. You may email with a digital signature, or scan and email to ce@michener.ca.

STUDENT INFORMATION	
First Name: _____	Last Name: _____
Phone #: _____	Student # or DOB: _____
E-mail Address: _____	
Today's Date: _____	Course Code: _____
Course Title: _____	
Registration Date: _____	Start Date: _____
Tuition Fee: _____	Signature: _____

WITHDRAWAL AND REFUND DEADLINES			
CE Course Type	Deadline	Refund	Grade
Online – Continuous Enrolment	Prior to receiving online access	Refund minus \$75	none
	Within 6 months of receiving online access	No Refund	W
	After 6 months of receiving online access	No Refund	WF
Online – Fixed Enrolment	Prior to receiving online access	Refund minus \$75	none
	Between start date and course mid-point	No Refund	W
	After course mid-point	No Refund	WF
Live/Virtual Workshops/Seminars	Up to 2 weeks before course start date	Refund minus \$75 BLS – Refund minus \$15	none
	Up to 4 days before the course start date	No Refund/Transfer Allowed	none
	Within 4 days of course start date	No Refund/No Transfer	none
	After the start date	No Refund	none
Hybrid Workshops	Please see the Withdrawal & Transfer Policies on our website		

*W = Withdrawal WF = Withdrawal Fail

If eligible for a refund, a \$75 service charge will be applied; \$15 for BLS courses. For security reasons, the refund will be applied to the original method of payment. **We cannot apply the credit to a different account.** Refunds require a minimum of 2 – 3 weeks to be processed.

OFFICE USE ONLY	
STEP 1: <input type="checkbox"/> Power Campus investigation completed & attached Registrar Notes: _____	STEP 2: <input type="checkbox"/> No Refund/Credit OR <input type="checkbox"/> Tuition Credit or <input type="checkbox"/> Not Applicable <input type="checkbox"/> Tuition Refund or <input type="checkbox"/> Not Applicable CE Approval/date: _____
STEP 3: <input type="checkbox"/> Transaction completed in Power Campus & noted <input type="checkbox"/> Refund processed if applicable – date: _____ <input type="checkbox"/> Student & CE Notified (and RO Finance if refund)	
Completed by/date: _____ <input type="checkbox"/> Refund/Credit amount _____	