THE Michener INSTITUTE of Education at UHN®

Date Received
Office Use Only

Official Withdrawal Form

Registrar's Office
222 St. Patrick Street Toronto, ON M5T 1V4
regoffice@michener.ca | 1 (416) 596-3117 or 1 (800) 387-9066

☐ Withdraw – Student Initiated ☐ Withdraw – Program Initiated ☐ Leave of Absence (Complete Page 1 **and** 2)

Student Name – Last, First Middle | **Student Number**

Address (Number, Street, Unit) | **City** | **Province** | **Postal Code**

Telephone | **Program Name** | **Term**

Withdrawal & Refund Schedule

Timeline	Academic Penalty	Refund
Before the official start of classes up to the end of the 10th day of the semester.	None	100% Refund*
From the 11th day of the semester to the end of the 20th day of the semester.	W Grades	60% Refund*
After the 20th day of the semester, but before the end of the 7th week of the semester.	W Grades	None
After the 7th week of the semester until the last day of classes.	WF Grades	None
After the last day of the semester.	No withdrawal	None

**less any non-refundable tuition deposit, if applicable.*

Reason for Withdrawal (Choose one only)

☐ Left to attend another school ☐ Obtained Employment ☐ Personal/Financial/Medical

☐ Course unsuitable to student ☐ Academic Misconduct ☐ Outstanding Fees

☐ Other:_____

OSAP (Ontario Student Assistance Program) Funded Students: OSAP will be notified of student withdrawals and last day of attendance. Withdrawals will affect OSAP entitlements and repayment.

Student Signature | **Date** | **Last Day of Attendance**

Registrar's Office Signature | **Withdrawal Processed Date** | **RO Initial**

Refer to page 2 for Leave of Absence

IM, Program, Blackboard, LRC Notified

For Leave of Absence Requests Page 2 MUST also be completed

Leave of Absence Request

Students who are in good standing may **request** a Leave of Absence from their program of study due to prolonged illness, injury, or due to personal circumstances which make it temporarily impossible to continue in their program. Requests are to be submitted to the Program Chair for approval. Students must meet with the Chair and should be prepared to provide supporting documents to the Chair.

Note: New admit students (first-year) who withdraw for ANY reason in their first semester are not eligible for a Leave of Absence and are required to reapply for admission for the next intake.

Documentation Supporting Leave of Absence

☐ Attached ☐ Verified (Program Chair) ☐ Not Applicable (Program Chair)

Program Chair's Review of Request

☐ Denied. Reason:

_____

_____

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_____

☐ Approved. Expected Term and Academic Year of Return*: _____ _____

Term (e.g. FA, WI, SU) **Academic Year (e.g. 2018/19)**

* Student must re-apply and pay the $500.00 non-refundable deposit at least three (3) months prior to Semester start or May 1 for Fall Semester.

Conditions for Readmission: _____

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_____

Program Chair Signature **Date** **Last Day of Attendance**

Registrar's Office Signature **Withdrawal Processed Date** **RO Initial**

IM, Program, Blackboard, LRC Notified