

This form requires your signature. You may email with a digital signature, scan and submit via email to bridging@michener.ca, or print and fax to 416-596-1207

STUDENT INFORMATION			
First Name: _____		Last Name: _____	
Phone #: _____		Student #: _____	
E-mail Address: _____			
Today's Date: _____		Course Code: [] BPML800 [] BPRA800	
Course Title: _____			
Registration Date: _____		Start Date: _____	
Tuition Fee Paid: _____		Signature: _____	

WITHDRAWAL AND REFUND DEADLINES			
Bridging Program Student	Deadline	Refund	Grade
OBPAP FUNDED STUDENT	Prior to receiving online access	Refund minus \$75	none
	After receiving online access	No Refund*	W
	After course mid-point	No Refund	WF
FULL-PAYING STUDENT (Non-OBPAP Funded Student)	Prior to receiving online access	Refund minus \$75	none
	After receiving online access	No Refund*	W
	After course mid-point	No Refund	WF

* you may be expected to reimburse the Ministry for the OBPAP funded portion of your course

If eligible for a refund, a \$75 service charge will be applied. 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.

FOR 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 & Bridging Notified (and RO Finance if refund)	<u>Calculation:</u> <input type="checkbox"/> Refund/Credit amount _____
Completed by/date: _____	