



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

*PLEASE PRINT

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

Note: A W grade is a withdrawn status and does not affect Grade Point Average (GPA). A WF grade is a failing grade and will affect GPA.

*less any non-refundable tuition Deposit and non-refundable Ancillary fees, if applicable.

Reason for Withdrawal (Choose one only)

- Left to attend another School
- Obtained Employment
- Personal/Financial/Medical
- Program unsuitable to student
- Outstanding Fees

Other: _____ Last Day of Attendance: _____

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

Program Chair Signature (Required for withdrawals after Day 10) Date

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Withdrawal Processed Date RO Initial

IM, PRGM, BB, LR, HS, SSN, ADM Notified Full Withdrawal Reviewed By Registrar or FAO: _____
Initials

Refund Calculation and Notes:

Completed By: _____ Date: _____ Refund/Credit amount _____

Refund Calculations (Base Programs)

A. Refund Timelines	Holdback	Refund	
1. Up to the end of the 10 th day of the semester:	0%	100%	
2. From the 11 th day of the semester to the end of the 20 th day of the semester:	40%	60%	
3. After the 20 th day of the semester:	100%	0%	
B. Withdrawal Information	Charge	Credit	Notes
1. Withdrawal Date:			<i>This determines the amount of refund (see above)</i>
2. Total Tuition Assessed (include \$500 Deposit):			Note: Tuition may be assessed but not paid.
3. Tuition less \$500 Deposit (if applicable)			This is the amount the refund is calculated on.
4. Tuition Refund (if applicable)			This is the percent of B.3. (100%, 60% or 0% depending upon withdrawal date).
5. Tuition Holdback (per refund timelines)			This is the charge remaining on the student's AR in PowerCampus
6. Deposit Assessed (non-refundable):			This charge remains on the student's AR in PowerCampus
7. Ancillary Fees Paid :			100% Refundable up to 4th week
Total AR on Student File (B5 +B6):			Total Refund (B4+B7)