

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 3 months of receiving online access	No Refund	W
	After 3 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 _____	