

Student Withdrawal Form

Continuing Education Courses

In order to withdraw from a Continuing Education course at Fanshawe College, the student must complete Section 'A' of this application and submit it to the Office of the Registrar [Room E1012]. The withdrawal is effective the date the information is received in the Office of the Registrar.

Section A

Student Number: _____

Student's Name: _____
Surname First Name Middle Name

Telephone #: [Home] (____) _____ - _____ [Business/Alternate] (____) _____ - _____

Course Number [DRIV-9025] Section [04LC] Regn.Term [08SCE]

Graded Course? Yes No

Reason for Withdrawal: [Check one only please]

- Financial Pursue other vocational or career goals Course related difficulties
 Health Personal Other Course cancelled

Details: _____

I request that my registration at Fanshawe College (in the course shown above) be withdrawn. I hereby certify that I have returned all College property loaned, assigned or consigned to me while I have been registered in this course. I understand that I am responsible for fees for the course according to policy listed in the course guidebook.

Student's Signature: _____ Date: _____

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY
The information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03. The information is used for administrative and statistical purposes of the college and/or the ministries and agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Registrar, Fanshawe College, PO Box 7005, London, ON, N5Y 5R6, Telephone (519) 452-4277.

Section B – Office Use Only

Must be completed by Form Initiator: _____

Course Dates: Start Date _____ End Date _____ Refund Policy _____
Refund Deadline _____ Withdrawal Date _____ (for graded courses only)
Refund eligibility is based on the Refund policy on the Course Section. According to College Policy 2-C-06, the effective date of the withdrawal is the date the Office of the Registrar receives the official documentation.

Student Withdrawal Completed by: _____ Date: _____

Refund Completed by: _____ Date: _____ Amount of Refund: _____
(if applicable)