



**CONTINUING EDUCATION AND BIDS
COURSE WITHDRAWAL FORM
Fax 905.721.3195**

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below. You must complete this **Course Withdrawal Form** and submit it to the Continuing Education Office.

Please Print

Student Number: _____ Name: _____

Telephone Number (day): _____ (evening): _____

Address: _____

Subject Code and Number: _____ CRN: _____

Name of Course: _____ Start Date: _____

Reason for Withdrawal: _____

Date

Signature of Student (**required**)

Withdrawals and Refunds

All withdrawals are subject to a \$30 administration fee.

In-class: Students may withdraw prior to the start of the third class and receive a refund minus a \$30 administration fee. After that time, no refunds will be issued.

Weekend Courses and Seminars: Students may withdraw no later than three college days prior to the scheduled start date and receive a refund minus a \$30 administration fee. After that date, no refunds will be issued.

Motorcycle Training: Students may withdraw no later than three college days prior to the scheduled start date and receive a refund minus a \$30 administration fee. After that date, no refunds will be issued.

Correspondence Courses: Students may withdraw prior to the end of the second scheduled week and receive a refund minus a \$30 administration fee. After the end of the second week, no refunds will be issued. Also, any course materials (e.g. books, reference materials or supplies included in the course fee) must be returned to the Continuing Education office before a refund will be issued.

Online Courses: Students may withdraw prior to the final withdrawal date posted on the college's Continuing Education Online website and receive a refund minus a \$30 administration fee. After the final withdrawal date posted on the website, no refunds will be issued. (www.durhamcollege.ca/online and click on "Important Dates")

Withdrawal without Academic Penalty

To avoid academic penalty, this **Course Withdrawal Form** must be received four weeks prior to the course end date.

In accordance with section 39(2) of the *Freedom of Information and Protection of Privacy Act*, you are advised that the personal information collected on this form is collected under the authority of the "Ministry of Colleges and Universities Act", R.S.O., 1990 and Regulation 770. It will be used by Durham College personnel only for relevant College activities and may be used for statistical and administrative reporting purposes of the College. No personal information will be made available to third parties.