

For more information or to request alternate formats of this form for accessibility, please contact [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) or call 905-721-3052.

Personal Student Information (Legal Name)		
Student First Name	Student Middle Name	Student Last Name
Address:		
City:	Province:	Postal Code:
Telephone Number:	Birth Date (yyyy-mm-dd):	
DC Student Number:	Gender:	
Durham College Email Address:		

Course Information	
Course Name:	Course Code:
CRN:	Start Date:

Reasons for Withdrawal		
Academic	Dissatisfied with program/instructor	Wrong course
	No longer need course	Transferred to another course
	Course too difficult	Lack prerequisite for course
Personal	Family responsibilities	Medical/health issues
	Financial pressure	Work schedule conflict
Other	Unsatisfactory experience/ customer service	Changed mind
	Dissatisfied with college facilities/equipment	Commute/traffic
		Other

**Deadlines for Withdrawals / Refunds / Transfers**

Once registered, you are academically and financially responsible for your course(s). Failure to attend or access a course does not constitute withdrawal. You must officially withdraw or transfer by the deadlines noted below using the Course Withdrawal form if you registered in person or by phone. If you registered online, you may use the online method.

All withdrawals are subject to a \$30 administration fee; only the course tuition fee will be eligible for a refund. Textbooks or any other supplies purchased by a student are their sole responsibility. Regardless of payment method and where feasible, all refunds will be issued by e-transfer. A PIN number to accept your e-transfer will be sent to your MyDC account. Where this is not possible, a cheque will be issued. Please allow two weeks for your e-transfer to be processed. Please keep this PIN number in a safe place. Any future refunds will require it. E-transfers, once sent, are available for 45 days.

**Courses with a duration of six weeks or less** - Only withdrawal requests received three or more business days prior to the scheduled course start date are eligible to receive a refund. Withdrawal requests received between two business days prior to the scheduled start date and up to four weeks before the end date of the course, are not eligible for a refund. The grade designation of "W" (Withdrawal Without Academic Penalty) will appear on the student record. Withdrawal requests received outside of the above deadlines will not be accepted and marks achieved will be recorded on the student's record. Transfer requests must be submitted three business days prior to the scheduled course start date. Only one transfer request per course is permitted. Refunds will not be given should the student choose to withdraw from the course into which they transferred.

**Online courses with a duration of seven weeks or more** - Withdrawal requests must be received within the first 13 calendar days after the official course start date to be eligible for a refund. Withdrawal requests received after the 13th calendar day of the official course start date but prior to four weeks before the course end date, are not eligible for a refund. The grade designation of "W" (Withdrawal Without Academic Penalty) will appear on the student record. Withdrawal requests received later than four weeks before the course end date will not be accepted and marks achieved will be recorded on the student's record. Transfer requests must be submitted within the first 13 calendar days after the official course start date. Only one transfer

request per course is permitted. Refunds will not be given should the student choose to withdraw from the course into which they transferred.

**"In-Class" or "In-Person" courses with a duration of seven weeks or more** - Withdrawal requests must be received prior to the start of the third class to be eligible for a refund. Withdrawal requests received after the third class but prior to four weeks before the course end date, are not eligible for a refund. The grade designation of "W" (Withdrawal Without Academic Penalty) will appear on the student's record. Withdrawal requests received later than four weeks before the course end date will not be accepted and marks achieved will be recorded on the student's record. Transfer requests must be submitted prior to the start of the third class. Only one transfer request per course is permitted. Refunds will not be given should the student choose to withdraw from the course into which they transferred.

**Field Placements/Clinicals** - Withdrawal requests must be received within the first 13 calendar days after the official course start date to be eligible for a refund. Once a student is cleared for placement no refund or transfer will be accepted (even if this is within the first 13 calendar days of the official course start date). Withdrawal requests received after the 13th calendar day after the official course start date or after the student is cleared for placement but prior to 4 weeks before the course end date, are not eligible for a refund. The grade designation of "W" (Withdrawal Without Academic Penalty) will appear on the student's record. Withdrawal requests received later than four weeks before the course end date will not be accepted and marks achieved will be recorded on the student's record. Transfer requests must be submitted within the first 13 calendar days after the official course start date and before the student is cleared for placement. Only one transfer request per course is permitted. Refunds will not be given should the student choose to withdraw from the course into which they transferred.

**Open enrolment courses** - Withdrawal requests received no later than three calendar days after the student's registration date are eligible to receive a refund. Withdrawal requests received outside of the above deadlines will not be accepted. Transfer requests must be submitted no later than three calendar days after the student's registration date. Only one transfer request per course is permitted. Refunds will not be given should the student choose to withdraw from the course into which they transferred.

**Student Authorization**

**By submitting this form, I declare the above information to be true and accurate to the best of my knowledge as of the date of submission.**

I hereby certify that all attachments are true and accurate, and I agree that my application may be rejected if I have falsified this application in any way, had anyone else complete it, or failed to provide all relevant information.

[Please Submit To: ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca)

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<b>Program Manager Signature:</b>	<b>Date (yyyy-mm-dd):</b>

<b>Office Use Only</b>	
DD	Full Refund
WX	0 – 10 Day
WS	Withdrawn Student
W	Without Academic Penalty