

If you require an accessible version of this form please email us at coned@durhamcollege.ca

PERSONAL INFORMATION (Legal Name)			
First Name	Middle Name	Last Name	Gender F <input type="checkbox"/> M <input type="checkbox"/> O <input type="checkbox"/>
Address (including apartment number)		City	Province Postal Code
Email Address		Student ID	Birth Date (mm-dd-yyyy)
Current Home or Cell Number		Business Number	

COURSE INFORMATION			
Course Name	Course Code	CRN	Start Date

REASON(S) FOR WITHDRAWAL		
Academic	<input type="checkbox"/> Dissatisfied with program/instructor <input type="checkbox"/> No longer need course <input type="checkbox"/> Course too difficult	<input type="checkbox"/> Wrong Course <input type="checkbox"/> Transferred to another course <input type="checkbox"/> Lack prerequisite for course
Personal	<input type="checkbox"/> Family responsibilities <input type="checkbox"/> Financial pressure	<input type="checkbox"/> Medical/ health issues <input type="checkbox"/> Work schedule conflict
Other	<input type="checkbox"/> Unsatisfactory experience/customer service <input type="checkbox"/> Commute/traffic <input type="checkbox"/> Other	<input type="checkbox"/> Dissatisfied with college facilities/equipment <input type="checkbox"/> Changed mind

WITHDRAWALS/REFUNDS/TRANSFERS
<p>Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below. Failure to attend does not constitute withdrawal; the Course Withdrawal Form or online method must be used. All withdrawals are subject to a \$30 administration fee. Regardless of payment method, all refunds will be by cheque. Please allow three weeks for your cheque to arrive.</p> <p>IN-CLASS COURSES (16 hours in duration or more) - Students may withdraw/transfer prior to the start of the third class. You are allowed one transfer per semester; transfers are not eligible for a withdrawal refund. Foot Care students must withdraw prior to the second class.</p>

WITHDRAWALS/REFUNDS/TRANSFERS – Cont...

FIELD PLACEMENTS/CLINICALS - Students may withdraw/transfer during the first 13 days after the official start date. Once students are cleared for placement no refund or transfer will be accepted.

IN-CLASS COURSES (that are 16 hours in duration or less), **MOTORCYCLES/WEEKEND WORKSHOPS/SEMINARS** - Students may withdraw/transfer no later than three college days prior to the scheduled start date. **ONLINE SEMESTER/MONTHLY INTAKE/CORRESPONDENCE COURSES** Students may withdraw/transfer during the first 13 days after the official course start date. After the final withdrawal date no refunds/transfers will be issued. Visit www.durhamcollege.ca/coned, click on Distance and Online Education, to view Important Dates. Also, any course materials (e.g. books, student kits, CDs, reference materials or supplies) included in the course fee must be returned to the Distance Education office before a refund will be issued.

WITHDRAWAL WITHOUT ACADEMIC PENALTY the last day to withdraw to avoid academic penalty is four weeks prior to the scheduled end date of the course. After this date, all marks achieved will be permanently recorded on the student's transcript.

I hereby certify that all information provided is true and complete, including any attachments, 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.

Student Signature (required)

Date

Program Manager (required)

Date

OFFICE USE ONLY

<input type="checkbox"/> DD	Full Refund
<input type="checkbox"/> WX	0-10 Day
<input type="checkbox"/> WS	Withdrawn Student
<input type="checkbox"/> W	Without Academic Penalty