

Please contact [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) if you require assistance to complete this form.

### Personal Information (Legal Name)

**First Name**                                      **Middle Name**                                      **Last Name**

**Address:** Street Number:                                      Street Name:

City:                                      Province:                                      Postal Code:

**Student Number:**                                      **Birth Date:**                                      **Gender:**

**DCMail Email Address:**

**Phone Number:**                                      **Business Number:**

### Course Information

**Course Name:**                                      **Course Code:**

**CRN:**                                      **Start Date:**

Reasons for Withdrawal		
<b>Academic</b>	Dissatisfied with program/instructor	Wrong course
	No longer need course	Transferred to another course
	Course too difficult	Lack prerequisite for course
<b>Personal</b>	Family responsibilities	Medical/health issues
	Financial pressure	Work schedule conflict
<b>Other</b>	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

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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 My Campus 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

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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.

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:	Date (yyyy-mm-dd):
Program Manager	
Signature:	Date (yyyy-mm-dd):

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	Withdrawn Student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

**Notice of Collection:** In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for processing withdrawal requests and reporting. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.