

## WITHDRAWAL REQUEST FORM

Please complete the following information:

Personal Information		
Last Name	First Name	
School of Continuing Studies (SCS) Student Number		
Date of Birth	Phone Number	E-mail

I would like to WITHDRAW my registration in the following course or program.	
Program/Course Name	Session

Reason for your withdrawal request:

Medical (Please attach Medical Documentation)

Other

A) If you paid by cheque or money order, please provide the information requested below:

Last Name	First Name	
Address		
City	Province	Postal Code
Phone Number	E-mail	

B) If you paid by credit/debit card, the refund will be paid to the original card and cardholder. Please note you must come in person if you paid by debit card to be refunded. If you are to be refunded in wire transfer, please fill out the second page and submit to [continue@yorku.ca](mailto:continue@yorku.ca)

Debit Card

Credit Card

Bank Transfer

### Declaration and Signature

DECLARATION: I have provided a full and accurate account of my situation. I recognize that it is my responsibility to include all documentation. I understand that missing documentation may result in the delay or denial of my refund. I have read and understood the Withdrawal Policy.

Signature:	Date:
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Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by the School of Continuing Studies, please contact the School of Continuing Studies at 116 Atkinson, York University, 4700 Keele Street, Toronto, ON, M3J 1P3, 416-736-5616, [continue@yorku.ca](mailto:continue@yorku.ca)

>>> OFFICE USE ONLY <<<

Processed by (please print)	Approved by (please print)
Signature:	Signature:
Date:	Date:

## WITHDRAWAL REQUEST FORM

Complete the section that corresponds to your original payment method:

### Bank Transfer (Canadian bank only), certified cheque or money order

Last Name		First Name	
Street Address			
City	Province	Postal Code	
Phone Number	E-mail		

### Bank Transfer (foreign bank)

Account Holder Information (ALL FIELDS REQUIRED, PLEASE PRINT CLEARLY)

Last Name		First Name	
Address			
City	Province	Postal Code	
Phone Number	E-mail		

Bank Information (ALL FIELDS REQUIRED, PLEASE PRINT CLEARLY)

Name of Bank		
Bank Street Address		
City	Province	Country
Bank Phone Number	Bank E-mail Address	
Account Number	SWIFT Code	

### Declaration and Signature

DECLARATION: I have provided a full and accurate account of my situation. I recognize that it is my responsibility to include all documentation. I understand that missing documentation may result in the delay or denial of my refund. I have read and understood the Withdrawal Policy.

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## WITHDRAWAL REQUEST FORM

Students registered in a program offered by the School of Continuing Studies may withdraw from the program. However, they are strongly advised to consult with the Program Manager before a final decision is made. A full refund is granted only when the School of Continuing Studies cancels a program. Refunds will be issued by the method of payment that was used (credit card, cheque if original payment was money order and Wire Transfer). Withdrawal requests must be submitted on the official School of Continuing Studies withdrawal form (above) to the School of Continuing Studies and subject to the terms listed in the table below:

	<b>Domestic Students</b>	<b>International Students*</b>
<b>Post-Degree Certificate in:</b> <ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Accounting</li> <li>• Advanced Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Up to the initial application deadline a full refund is permitted minus a program fee of \$250.</li> <li>• After the initial application deadline: a \$250 program fee + \$100/course will be retained by the School.</li> <li>• After program start date: no refund.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to the initial application deadline a full refund is permitted minus a program fee of \$250.</li> <li>• After the initial application deadline: a \$3999 + 250 program fee will be retained by the School.</li> <li>• After program start date: no refund.</li> </ul>
<b>Part-time Certificate in:</b> <ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Accounting</li> <li>• Business Administration</li> </ul>	<ul style="list-style-type: none"> <li>• If you withdraw 7 calendar days prior to the start of the program, you will receive a 75% refund of program tuition instalment and no academic penalty.</li> <li>• If you withdraw between 6 calendar days prior to the start of the program to 14 calendar days after the start of the program, you will receive a 50% refund of program tuition instalment and no academic penalty.</li> <li>• No refunds will be issued after the first 14 days of the program</li> </ul>	
<b>Part-time Certificate in:</b> <ul style="list-style-type: none"> <li>• Family Mediation</li> <li>• Dispute Resolution</li> <li>• Advanced Dispute Resolution</li> <li>• Cyber Security</li> <li>• Advanced Cyber Security</li> <li>• Bid Data Analytics</li> <li>• Advanced Data Science</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• If you withdraw 7 calendar days prior to the start of the program, you will receive a 75% refund of program tuition instalment and no academic penalty.</li> <li>• If you withdraw between 6 calendar days prior to the start of the program to 7 calendar days after the start of the program, you will receive a 50% refund of program tuition instalment and a \$50 administrative fee and no academic penalty.</li> <li>• No refunds will be issued after the first 7 days of the program</li> </ul>	
<b>Academic Bridging/Preparation Courses:</b> <ul style="list-style-type: none"> <li>• Humanities</li> <li>• Social Sciences</li> <li>• Math</li> </ul>	<ul style="list-style-type: none"> <li>• If you withdraw up to 7 calendar days prior to the start of the course, a full refund is permitted less an administrative fee of \$50.</li> <li>• If you withdraw between 6 calendar days prior to the start of the program to 7 calendar days after the start of the program, you will receive a 50% refund of program tuition instalment and a \$50 administrative fee and no academic penalty.</li> <li>• No refunds will be issued after the first 7 days of the program start</li> </ul>	

\* Exceptions: VISA denials or students who have not obtained visa by the visa deadline date, receive full refund minus a \$250 program fee plus non-refundable installment plan fee of \$125 if applicable. The School of Continuing Studies would be pleased to defer the registration to the next session date.