

PLEASE PRINT CLEARLY

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Student Number	Year/Semester	
Last Name	First Name	
Street Address	Apt. / Unit No.	
City / Town	Province	Postal Code
() Home Telephone	() Business Telephone	

Part-Time subject(s) you wish to withdraw from:

	Subject Code:	Start Date:	End Date:	# Of Sessions Per Week:
1.	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div> <small>Month Day Year</small>	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div> <small>Month Day Year</small>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
2.	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div> <small>Month Day Year</small>	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div> <small>Month Day Year</small>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
3.	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div> <small>Month Day Year</small>	<div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; display: inline-block; width: 60px; height: 20px;"></div> <small>Month Day Year</small>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>

REASON(S) FOR WITHDRAWAL. Your reason for withdrawal matters to us. Please check the appropriate reason.

- Illness
- Other commitments (family, work schedule, time change, etc.)
- Moved/relocated
- Change in calendar (change in day of week, change in time, etc.)
- Unhappy with instructor
- Other - Please specify. Your feedback is essential for us to identify areas of improvement.

▶▶▶ You may not attend and/or participate in any further classes once you have withdrawn. ◀◀◀

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at (416) 491-5050 extension 77846 or email privacyoffice@senecacollege.ca.

I have read the above statement and hereby authorize the release of information contained herein to the above mentioned.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Form Received By: _____	Date: _____
Refund Number: _____	Method of Refund: _____
Refund Processed By: _____	Date: _____

WITHDRAWAL/ACADEMIC STANDING AND FEE REFUND POLICY

You are responsible for all subjects in which you register; therefore, if you find it necessary to stop attending a subject you must notify the Registrar's Office in writing by email (ptreg@senecacollege.ca), by fax (416-491-9187), or in-person at any of our four main campuses (Newnham, Markham, Seneca@York or King). You may not attend and/or participate in any further classes once you have withdrawn. Please quote the subject and your Seneca Student I.D. number on your withdrawal notification. Allow three weeks for any refund owing to you to be processed. If you have paid by credit card, the refund will be credited to your credit card; otherwise, you will receive a refund cheque from the college. Exceptions to this policy cannot be made for students who register late.

Traditional Classroom Based Subject

Information accurate at time of printing. For most up to date information please visit <https://www.senecacollege.ca/ce/info/withdrawal.html>

TIME OF WITHDRAWAL	ACADEMIC STANDING	FEE REFUND
Withdrawal before the start date.	Deletes any reference in the student academic record.	Full fees less \$25 administrative charge will be refunded.
Withdrawal between the start date, and before the third scheduled class for classes that are equal to or greater than 7 weeks in duration. For seminars, workshops and courses shorter than 7 weeks in duration students must withdraw prior to the start date to qualify for a refund.	Deletes any reference in the student academic record.	Full tuition fee less \$25 administrative charge will be refunded. No refund of any lab/material fees.
Final withdraw dates for Academic Standing: For subjects with 6 or fewer classes: withdraw before the fifth class. For subjects with 12 or fewer classes: withdraw before the eighth class. For subjects with greater than 12 classes: withdraw before the tenth class.	Results in a grade designation of "DNC" in the academic record (i.e. does not affect grade point average)	No refund.
Withdrawal without written notification or after the final withdrawal dates above.	Results in the appropriate grade designation of "DNA" or "F" (i.e. does affect grade point average).	No refund.

Distributed Learning (i.e. correspondence, online, mixed mode)

TIME OF WITHDRAWAL	ACADEMIC STANDING	FEE REFUND
Courses with Durations of 7 Days		
Withdrawal before the 2nd day after the start date.	Deletes any reference in the student academic record.	Full fees less \$25 administrative charge will be refunded. Exception to above: Material fees will only be refunded for correspondence subjects if the materials are returned in good condition.
Final withdrawal dates: withdraw before the fifth day.	Results in a grade designation of "DNC" in the academic record (i.e. does not affect grade point average).	No refund.
Withdrawal without written notification or after the fifth day following the start date.	Results in the appropriate grade designation of "DNA" or "F" (i.e. does affect grade point average).	No refund.
Courses with Durations of 7 Weeks		
Withdrawal before the 7th calendar day after the start date.	Deletes any reference in the student academic record.	Full fees less \$25 administrative charge will be refunded. Exception to above: Material fees will only be refunded for correspondence subjects if the materials are returned in good condition.
Final withdrawal dates: withdraw before the fifth week.	Results in a grade designation of "DNC" in the academic record (i.e. does not affect grade point average).	No refund.
Withdrawal without written notification or after the fifth week following the start date.	Results in the appropriate grade designation of "DNA" or "F" (i.e. does affect grade point average).	No refund.
Courses with Durations of 10 Weeks or Longer		
Withdrawal before the 14th calendar day after the start date.	Deletes any reference in the student academic record.	Full fees less \$25 administrative charge will be refunded. Exception to above: Material fees will only be refunded for correspondence subjects if the materials are returned in good condition.
Final withdrawal dates: withdraw before the tenth week.	Results in a grade designation of "DNC" in the academic record (i.e. does not affect grade point average).	No refund.
Withdrawal without written notification or after the tenth week following the start date.	Results in the appropriate grade designation of "DNA" or "F" (i.e. does affect grade point average).	No refund.