

STUDENT WITHDRAWAL FORM - CONTINUING EDUCATION

REFUND POLICY

Timelines Based on Calendar Days	Tuition Refund (based on tuition paid in full)
Form submitted 10 calendar days prior to program/course start date	Full Refund
Form submitted within 9 calendar days of program/course start date and up to 25% of the term	75% Tuition Refund
Form submitted after 25% if the course/program term	No Refund

The effective withdrawal date will be the date MITT **receives** the completed Student Withdrawal Form.

SUBMISSION

In Person: Admissions Office - 7 Fultz Boulevard, Winnipeg.

Fax: 204.488.4152

E-mail: continuinged@mitt.ca (Ensure withdrawal form is attached to email)

Last Name: _____ First Name: _____

Student ID#: _____

Course Name: _____ Start Date: _____

PLEASE SELECT THE REASON FOR WITHDRAWAL:

- Voluntary Withdrawal – Program Not Suitable
- Voluntary Withdrawal – Disliked Program
- Voluntary Withdrawal – Personal Reasons
- Voluntary Withdrawal – Financial Reasons
- Voluntary Withdrawal – Secured Employment
- Voluntary Withdrawal – Relocated
- Voluntary Withdrawal – Sponsorship Timetable Change
- Voluntary Withdrawal – Unknown Reason

Student's Signature

Date