



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

## STUDENT WITHDRAWAL FORM - INTERNATIONAL

### REFUND POLICY FOR TECHNICAL PROGRAMS

Timelines Based on Calendar Days	International Tuition Refund (based on tuition paid in full)
Prior to the start of classes	Full refund minus the non-refundable fees (see below)
Day 1 – 28 of the Intro to College and Work Program (First 4 weeks of study)	Full refund minus the non-refundable fees (see below)
Day 1 – 5 of the Certificate / Diploma Program	Full refund minus the non-refundable fees (see below)
Day 6 – 35 of the Certificate / Diploma Program	75% Tuition Refund
Day 36 – 60 of the Certificate / Diploma Program	50% Tuition Refund
Day 61 – 90 of the Certificate / Diploma Program	25% Tuition Refund
Day 91+ of the Certificate / Diploma Program	Full Tuition/No Refund

The following administrative fees are not refunded at any point when you withdraw from your program or any courses in it: Application Fee; Admission Deposit; Late Payment Fees; Other Compulsory Fees.

As of the first day of the Intro to College and Work program the following fees are not refunded when you withdraw from your program or any courses in it: Infrastructure Fee; Introduction to College and Work Program Fees.

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### REFUND POLICY FOR ENGLISH PROGRAM

Timelines Based on Calendar Days	English Program Tuition Refund (based on tuition paid in full)
Prior to the start of classes	Full refund minus the non-refundable fees (see below)
Day 1+	Full Tuition/No Refund

The following fees are not refunded at any point when you withdraw from your program or any courses in it: Application Fee; Admission Deposit; Late Payment Fees; Other Compulsory Fees.

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\*It is strongly recommended that students see a Student Advisor before officially withdrawing. Please contact Student Services to access an Advisor.

## VISA REJECTION

Please note that only the Application fee and a \$100.00 CAD Administration fee will be charged if the applicant is denied a Study Permit. A rejection document from the Canadian Embassy or Consulate and a completed withdrawal form are required no later than 6 weeks after the date of rejection by the CIC. Withdrawal requests due to visa rejections must be received **prior to the start of the program** or the regular refund policy will apply.

## WITHDRAWAL DATE

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

## SUBMISSION

In Person: Admissions Office - 7 Fultz Boulevard  
Fax: 204.488.4152  
Mail: Manitoba Institute of Trades and Technology - Admissions Office, 7 Fultz Boulevard, Winnipeg, MB, R3Y 1G4  
Email: international@mitt.ca (Ensure withdrawal form is attached to email)

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Program/Course Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ 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 Changes
- Voluntary Withdrawal - Unknown Reason
- Visa Refusal (Visa refusal letter must be submitted no later than 6 weeks after the refusal letter issued by CIC)

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*