



STUDENT WITHDRAWAL FORM - DOMESTIC

REFUND SCHEDULE

Timelines Based on Business Days*	Tuition Refund (Based on tuition paid in full)
Day 6 – 15	75% Tuition Refund
Day 16 – 30	50% Tuition Refund
Day 31 – 90	25% Tuition Refund
Day 91 and onwards	No Refund

*Business Days do not include Saturday, Sunday or Manitoba holidays. Remembrance Day is considered a holiday only if it falls during the week (Monday to Friday).

NON-REFUNDABLE FEES

The following fees are not refunded when you withdraw from you program or any courses in it: Application Fee, Admission Deposit, Infrastructure/Technology Fee, Books/Program Materials, Late Payment Fees, and other Compulsory Fees.

It is strongly recommended that students see a Student Advisor before officially withdrawing. Please contact Student Services at studentservices@mitt.ca.

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: enrolment@mitt.ca (ensure withdrawal form is attached to email)

Last Name: _____ First Name: _____

Student ID#: _____

Program/ 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 Signature

Date