



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

## STUDENT WITHDRAWAL FORM - YOUTHBUILD

### REFUND SCHEDULE

Timelines Based on Business Days	Domestic Tuition Refund (Based on tuition paid in full)
Prior to start of classes up to Day 5	Full refund minus the non-refundable fees
Day 6 – 15	75% Tuition Refund
Day 16 – 30	50% Tuition Refund
Day 31 – to 90	25% Tuition Refund
Day 91 and onwards	Full Tuition/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 at any point when you withdraw from your program or any courses in it:  
Application Fee; Admission Deposit; Late Payment Fees; and Other Compulsory Fees.

As of day one of your program the infrastructure fee is not refunded when you withdraw from your program or any courses in it.

### WITHDRAWAL DATE

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

### SUBMISSION

Fax: 204-615-4933  
Mail: YouthBuild MITT, Social Enterprise Centre, Suite #308-765 Main Street, Winnipeg, MB, R2W 3N5  
Email: youthbuild@mitt.ca (Ensure withdrawal form is attached to email)

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

Student ID#: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

### PLEASE SELECT THE REASON FOR WITHDRAWAL:

- |  |  |
|--|--|
| <input type="checkbox"/> Voluntary Withdrawal - Program Not Suitable | <input type="checkbox"/> Voluntary Withdrawal - Secured Employment Voluntary |
| <input type="checkbox"/> Voluntary Withdrawal - Disliked Program     | <input type="checkbox"/> Withdrawal - Relocated                              |
| <input type="checkbox"/> Voluntary Withdrawal - Personal Reasons     | <input type="checkbox"/> Voluntary Withdrawal - Sponsorship Timetable Change |
| <input type="checkbox"/> Voluntary Withdrawal - Financial Reasons    | <input type="checkbox"/> Voluntary Withdrawal - Unknown Reason               |

Student Signature

Date

