



STUDENT WITHDRAWAL FORM - INTERNATIONAL

REFUND SCHEDULE FOR TECHNICAL PROGRAMS

Timelines Based on Business Days*	Tuition Refund (based on tuition paid in full)
Prior to the start of classes	Full refund minus the non-refundable fees (see below)
At any time during Orientation and Introduction to College and Work/ Post-Graduate Success Essentials, where applicable	Full refund minus the non-refundable fees (see below)
Day 1 - 5 of Certificate, Diploma or Post-Graduate Program (Day 1 is defined as the published first day of technical classes)	Full refund minus the non-refundable fees (see below)
Day 6 – 15 of Certificate, Diploma or Post-Graduate Program	75% Tuition Refund
Day 16 – 30 of Certificate, Diploma or Post-Graduate Program	50% Tuition Refund
Day 31 – 90 of Certificate, Diploma or Post-Graduate Program	25% Tuition Refund
Day 91+ of Certificate, Diploma or Post-Graduate Program	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 at any point when you withdraw from your program or any courses in it: Application Fee, Admission Deposit, Late Payment Fees (if applicable), Payment Plan Fee (if applicable), Other Compulsory Fees

Non-refundable fees as of the first day of the Orientation/Introduction to College and Work/ Post Graduate Success Essentials when you withdraw from your program or any courses in it: Introduction to College and Work Program Fees, Infrastructure and Technology Fee, MITT Student Award Fund Fee, Health Insurance Fee

REFUND SCHEDULE FOR ENGLISH LANGUAGE INSTITUTE PROGRAMS

Timelines Based on Business 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+	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).

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

VISA/STUDY PERMIT 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 IRCC. Withdrawal requests due to visa rejections must be received **prior to the start of the program** or the regular refund schedule will apply.

WITHDRAWAL DATE

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

SUBMISSION

In Person: Enrolment Services Office – 7 Fultz Boulevard
Fax: 204.488.4152
Mail: Manitoba Institute of Trades and Technology – Enrolment Services 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 – Dislike 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 is issued by IRCC)

Student Signature

Date