

## Student Withdrawal Form – Lifelong Learning Institute (LLI)

Refund Policy – for LLI part-time programming only.

| Timelines Based on Business Days*  | Tuition Refund<br>(based on tuition paid in full) |
|--|---|
| Form received up to 10 days prior to program/course start date                             | Full Refund, less \$25 administration fee         |
| Form received within 9 days of program/course start date and up to the second day of class | 75% Tuition Refund, less \$25 administration fee  |
| Form received after the second day of class  | No Refund   |

\*Business days do not include Saturdays, Sundays, or Manitoba holidays.  
Remembrance Day is considered a holiday only if it falls from Monday to Friday.

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

Submit your withdrawal form one of the following ways:

E-mail: [LifelongLearning@mitt.ca](mailto:LifelongLearning@mitt.ca) (be sure to attach your withdrawal form.)

Fax: 204.488.4152

In Person: Admissions Office – 7 Fultz Boulevard, Winnipeg

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

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

Course Name: \_\_\_\_\_

Please select the reason for withdrawal:

- |  |  |
|--|--|
| <input type="checkbox"/> Voluntary Withdrawal – Program Not Suitable | <input type="checkbox"/> Voluntary Withdrawal – Secured Employment           |
| <input type="checkbox"/> Voluntary Withdrawal – Disliked Program     | <input type="checkbox"/> Voluntary 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's Signature*

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