



## CURRENT STUDENT WITHDRAWAL FORM

Email completed form to: [enrolment@mitt.ca](mailto:enrolment@mitt.ca)

**Before completing this form**, it is very important to review the student withdrawal policy and tuition refund information found on our [Cancellation, Withdrawal, and Refund webpage](#).

**Complete this form if** you are a current student (started classes) and would like to withdraw from a post-secondary or post-graduate certificate/diploma program, or an English Language Institute program prior to program completion.

**Do not complete this form if** you are an applicant who has not yet been admitted (have not received a Letter of Acceptance LOA), or an admitted student whose classes have not yet started. Instead, see our [Cancellation, Withdrawal, and Refund webpage](#) for instructions.

### SECTION A: Student Information

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

Email: \_\_\_\_\_ Student #: \_\_\_\_\_

Name of the program or course you wish to withdraw from: \_\_\_\_\_

Intake: \_\_\_\_\_ Year in program: \_\_\_\_\_

### SECTION B: Withdrawal Information

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

Please select the reason(s) for your 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 issued by CIC)
- ☐ Other: \_\_\_\_\_

### SECTION C: Acknowledgement and Signature

- ☐ I have reviewed the appropriate tuition refund schedule posted on [Cancellation, Withdrawal and Refunds](#)
- ☐ I understand there are non-refundable fees when I withdraw from my program or any course in it
- ☐ I have read the [Student Withdrawal Policy](#)
- ☐ I understand I may contact a student advisor for assistance regarding my withdrawal. To chat with an advisor, email: [studentservices@mitt.ca](mailto:studentservices@mitt.ca)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

September 2024