



Withdrawal Request Form

If a student decides to withdraw from a program, they must provide a dated, written, notice of withdrawal to the Registrar's Office. Refunds are calculated according to the college Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

PROCEDURE

- 1) Complete this form.
- 2) The withdrawal request will be effective from the date it is delivered.
- 3) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make a payment for monies due under the contract.
- 4) The application fee is non-refundable. Please see Refund Policy for more information.
- 5) Submit this form to registrar@coastalcollegeofbc.com

Last Name: _____

First Name: _____

Email: _____

Phone Number: _____

Course Name: _____

Program start date: _____

Reason for Withdrawal:

Student Signature: _____ Date: _____

For office use only:

Date request received: _____

Outcome: _____

Student notified on _____ ***by*** _____.