

Course Withdrawal Form

A student submitting a Course Withdrawal Form before the third week of a course's starting date will be eligible for a refund minus a \$250 administration fee, plus taxes. The student will receive a Voluntary Withdrawal (VW) on their AFOA Canada transcript.

For students who withdraw after the third week of a course's starting date, a Course Withdrawal Form is also required. However, the student is not eligible for a refund and will receive a Did Not Complete (DNC) on their AFOA Canada Transcript.

AFOA Canada will provide a full refund for cancellations received in writing within 5 days of the AFOA Canada semester start date. After 5 days of the AFOA Canada semester start date, students will receive a refund minus a \$250 administration fee, plus taxes, regardless of whether or not course fee payment has been submitted to AFOA Canada.

In all cases a student will be required to pay the full amount of the course fee upon re-enrolment and must take the course from the beginning.

Send this completed form to: info@afao.ca or fax to (613) 722-3467.

PERSONAL INFORMATION:

Name: _____

I am requesting withdrawal from the following course:	
Course code: _____	Semester: Fall 2015
<i>i.e. CAFM 4, AFOA 1, CAPA 1, etc</i>	

Reason: _____

_____	_____
Student Signature	Date

For office use only	Date withdrawal form received: _____
	Is student eligible for refund: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$ _____
	Notes: _____ _____
	Director, Education & Training approval signature Date approved