

Request for College Withdrawal

Student to complete and take to Student Services Hub
 *International students MUST visit the International Centre to request a withdrawal

PERSONAL INFORMATION			
Student #	Date of birth (dd/mm/yyyy)	Email	
Last Name (Family Name)		First name (Given Name) Middle Name	
Address		Home phone	
City Province Postal Code		Cell phone number	
Program		Year	Semester

Sponsorship/Funding OSAP Second Career WSIB Other: _____

SPECIFIC REASONS FOR WITHDRAWAL

- | | | |
|---|--|---|
| <input type="checkbox"/> Financial reasons | <input type="checkbox"/> To attend another school | <input type="checkbox"/> Personal (state) _____ |
| <input type="checkbox"/> Wrong program fit | <input type="checkbox"/> To attend another program at Loyalist | <input type="checkbox"/> Other (state) _____ |
| <input type="checkbox"/> Offered employment | <input type="checkbox"/> Difficulties with program | _____ |
| <input type="checkbox"/> Health | | |

After the 10th day of the term no refund will be provided and student will be responsible for paying any outstanding balances on their account.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information may be used and/or disclosed for administrative, statistical and/or research purposes of the college and/or ministries and agencies of the government of Ontario and the government of Canada, including, but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may also be contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experiences and outcomes. Information will also be shared with third party service providers who are retained by the college to provide services to students or act as agents of the college (working in accordance with privacy guidelines). Loyalist is required to report student level enrolment-related data to the Ministry of Training, Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. I certify that the above information is true and complete. I have read and understand the Freedom of Information and Protection of Privacy Statement.

Withdrawal Request:

Student Signature

Date

Advisor/Mentor Signature

Date

For Office Use Only:

Registrar/Designate _____	Current Date _____	Effective Date _____
Adjustment Details: _____		
Financial Aid: OSAP <input type="checkbox"/> Y <input type="checkbox"/> N Remit to: _____	FAO: _____	
Enrolment Services: Withdrawal Code _____	ESO: _____	
Accounting: Refund \$ _____ Details: _____	AR Rep: _____	