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@afoa.ca or fax to (613) 722-3467.

PERSONAL INFORMATION:

Name: __________________________________________

I am requesting withdrawal from the following course:

<table>
<thead>
<tr>
<th>Course code:</th>
<th>Semester:</th>
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<tr>
<td>i.e. CAFM 4, AFOA 1, CAPA 1, etc</td>
<td>Fall 2015</td>
</tr>
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Reason: __________________________________________

___________________________________________

___________________________________________

___________________________________________

Student Signature ___________________________ Date ___________________________

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<tr>
<th>Date withdrawal form received:</th>
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Is student eligible for refund: □ Yes □ No If yes, amount: $ ______________

Notes: __________________________________________

___________________________________________

___________________________________________

Director, Education & Training approval signature ___________________________ Date approved ___________________________