

# Fleming College

Office Use Only – Date Stamp

## Continuing Education - Withdrawal Form

### Contact Information (all fields are required):

Student Number: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Course Details (all fields are required):

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

Start Date of Course (mmm/dd/yy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (For example: Aug/22/2014)

### Continuing Education Refund & Withdrawal Policy

Failure to attend does not constitute a withdrawal. It is the student's responsibility to become aware of the College's Continuing Education Refund & Withdrawal policy.

Length of Course	Notice Given	Refund Amount
2 weeks or less	Up to 14 days prior to the start of class	100% - \$25.00 Admin. Fee
	13 days before the start of class	\$0 - No Refund
Greater than 2 weeks	Up to the start of class	100% - \$25.00 Admin. Fee
	After the start of class	\$0 - No Refund
Online	Up to 10 days after the start of class	100% - \$25.00 Admin. Fee
	Later than 10 days after the start of class	\$0 - No Refund
	You may transfer to another class in the same semester within 5 business days of the start date of the original course	
Exceptions	Special refund and/or withdrawal policies are noted in the course description at <a href="http://flamingcollege.ca/coned">flamingcollege.ca/coned</a> .	

### Withdrawal Process

To withdraw from a course, the student enrolled in the course must read, complete, and submit this form to the Continuing Education Office either in person at any Fleming campus, by fax (705) 749-5507 or by email [coned@flamingcollege.ca](mailto:coned@flamingcollege.ca) (completed form must be scanned and attached to email). The effective date of the withdrawal is the date this withdrawal form is correctly completed and received by the Continuing Education Office.

### Refund Process

Fees paid by Credit Card will be refunded to the same Credit Card. Cheques will be issued for all other forms of payment and sent to the address on the Student's Account. If you do not receive your Refund cheque within 6 weeks after the effective date of the withdrawal, please contact the Cashier's office at (705) 749-5530 ext. 1796.

### FOR OFFICE USE ONLY (if refund applies)

Course Fee: \$ \_\_\_\_\_ Administration Fee: \$ \_\_\_\_\_ **Total Refund: \$** \_\_\_\_\_

Comments: \_\_\_\_\_

Liaison: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_