

## Domestic Withdrawal Form

### Important Notes:

Revision Date: May 2020

It is recommended that students see their Program Coordinator or a Counsellor before withdrawing from the College. This form is to be submitted to the Registrar's Office along with the student's Clinical ID card (if applicable). It is the student's responsibility to notify Sutherland Residence Village or Frost Residence of their withdrawal. Parking passes must be returned to either the Information Kiosk at Sutherland Campus or the Cashier's Office at Frost Campus. If a student withdraws after the 10<sup>th</sup> day of scheduled classes, a refund will not be issued for the semester.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Preferred Phone Number: \_\_\_\_\_ Program: \_\_\_\_\_

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

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

Reason for Withdrawal:  Financial  Health  Obtained Employment  Personal  Transferring to another College  Progression  
 Covid-19  Other \_\_\_\_\_

Date of Withdrawal:  Effective Immediately  Effective End of Term

\* I have discussed my withdrawal with my Academic Coordinator prior to submitting this request

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### This Section to be completed only if an OSAP Student

Please include any income you have received from the **first day of classes** to the **date of withdrawal**.

- A. Total gross income from Government benefits (excludes GST, Child Tax Benefit, OSAP or Universal Child Tax Benefit) \$ \_\_\_\_\_  
Type of Government Income: \_\_\_\_\_
- B. Total gross income from scholarships, bursaries and awards: \$ \_\_\_\_\_
- C. Total gross income from all other sources (including employment income): \$ \_\_\_\_\_

The amount of OSAP you were eligible to receive will be recalculated based on the time that you were attending up until the actual withdrawal date. In most situations, you will have received more OSAP funding than you were entitled to receive. Any overpayment on your OSAP account will be deducted from future loans you receive (for this academic year) or you will be required to repay the overpaid amount. Any tuition fee refund that you are eligible to receive will be directed to the National Student Loan Service Centre to pay down your loan and overpayment on your OSAP account file.

I hereby declare that the information provided on this form is true and accurate to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Financial Aid use only:

Effective Date of Withdrawal: \_\_\_\_\_

Tuition Fee Adjustment \$ \_\_\_\_\_

Compulsory Fees: \$ \_\_\_\_\_

Books: \$ \_\_\_\_\_

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

NSLSC:  Yes  No

Mgr Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Records Use Only:

Effective Date of Withdrawal: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

#### Deductions:

Administrative Fee: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total Owing: \$ \_\_\_\_\_

Refund: \$ \_\_\_\_\_

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

**INSTRUCTIONS:**

Complete, sign and return the withdrawal form to the Registrar's Office:

Mail:	Registrar's Office Sutherland Campus 599 Brealey Drive Peterborough, ON K9J 7B1	or	Registrar's Office Frost Campus 200 Albert Street Lindsay, ON K9V 5E6
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Scan & Email: [records@flemingcollege.ca](mailto:records@flemingcollege.ca) (for all campus withdrawals)

Fax:	Sutherland Campus 705-749-5507	Frost Campus 705-878-9331
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The effective date of the withdrawal is the date the properly completed form is received by the Registrar's Office.

**COLLEGE WITHDRAWAL POLICY:**

Students officially withdrawing from the College by the final date for registration in a semester will have all courses deleted from their student record for the semester. Students officially withdrawing from the College after the final date for registration for that semester and before the final third of the semester will have the designation Withdrew (W) recorded against that semester's courses. Students who officially withdraw from the college during the final third of the semester will have the designation Withdrew Failing (WF) recorded on their permanent academic record. Students are to ensure that they are familiar with the Academic Schedule for specific withdrawal dates and the Academic Regulations with respect to the complete College Withdrawal Policy.

**Full-time Domestic Postsecondary Students**

In accordance with the Ministry of Training, College and Universities binding directive on Tuition and Ancillary Fees,

Students who submit formal written notification of withdrawal to the Registrar's Office, within 10 business days of the beginning of the semester are entitled to a refund of tuition and ancillary fees as follows:

1. Students who submit a formal notification of withdrawal from a full-time program of instruction within 10 days of the beginning of the semester or the beginning of the period for which the student paid fees, are entitled to a refund of the full tuition and ancillary fees for the semester or program period less \$250.00, and a refund in full of any tuition and ancillary fees paid in advance for subsequent semesters.
2. Students who formally withdraw after the 10<sup>th</sup> day of the semester will receive a refund of tuition and ancillary fees paid in advance for subsequent terms only. Any refunds will first be credited to fees outstanding (i.e. residence, optional fees or outstanding tuition fees from previous semesters. For students receiving OSAP funding, refunds will first be payable to the National Student Loan Services Centre for credit against existing loans as per Section N - Student Declaration of the OSAP Application for Full-time Students. Any remaining refund balance will be made payable to the student.
3. After 10 business days students are entitled to a refund in full of any fees paid in advance for subsequent semesters only. Any outstanding fees for the current semester are due to the college.

**Note: Non-attendance does not constitute an official withdrawal.**

**Part-Time Students**

Students officially withdrawing by the 10th day of the current semester will be refunded for:

- a. all semester tuition and ancillary fees assessed and paid, less \$25 per course administrative fee and any incidental administrative charges
- b. or all Installment Plan fees assessed and paid, less any related incidental administrative fees
- c. and all fees paid in advance for subsequent semesters

**Note: Outstanding fees for the semester from which the student has officially withdrawn are due to the College. Any refunds will first be credited to fees outstanding i.e. residence, optional fees or outstanding tuition fees from previous semesters. Service charges are non-refundable (includes installment, late and deferral charges.)**

**OSAP Eligible Students**

Any refund, regardless of origin of payment, for which the student may be eligible will be payable to the National Student Loan Service Centre for credit against existing loans.