

# CONTINUING STUDIES

## Request to Withdraw from a Continuing Studies Certificate Program

**REFUND POLICY:** Registered students withdrawing prior to the start of certificate programs will be subject to a \$200 non-refundable fee. It is the student's responsibility to be informed about refund policies and to contact Continuing Studies in writing when withdrawing.

Please print

Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
(last name) (first name(s))

Mailing Address \_\_\_\_\_  
(street) (city/town) (province) (postal code)

Phone Number \_\_\_\_\_

Request withdrawal from (name of certificate): \_\_\_\_\_  
\_\_\_\_\_

Reason for withdrawal (attach official documentation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Program Coordinator Recommendation: \_\_\_\_\_ YES \_\_\_\_\_ NO PC Initials: \_\_\_\_\_

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

Associate Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Authorized: \_\_\_\_\_

PLEASE SELECT YOUR CAMPUS

KELOWNA

Ph: (250) 862-5480  
Fax: (250) 862-5434  
cscentral@  
okanagan.bc.ca

PENTICTON

Ph: (250) 492-4305  
Fax: (250) 490-3950

REVELSTOKE

SALMON ARM

VERNON