

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below. You must complete this **Course Withdrawal Form** and submit it to the Continuing Education Office.

Please Print

Student Name: _____ Number: _____

Telephone Number (day): _____ (evening): _____

Address: _____

Subject Code and Number: _____ CRN: _____

Name of Course: _____ Start date: _____

Reason for Withdrawal: _____

Date _____ Signature of Student (**required**) _____

Withdrawals/Refunds/Transfers

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below. All withdrawals are subject to a \$30 administration fee. Regardless of payment method, all refunds will be by cheque. Please allow three to four weeks for your cheque to arrive. Transfers follow the same timelines as withdrawals.

In-class Courses – Students may withdraw/transfer prior to the start of the third class

Field Placements/Clinicals - Students may withdraw/transfer during the first 13 days after the official start date. Once students are cleared for placement no refund or transfer will be accepted.

Motorcycles/Weekend Workshops/Seminars & In-class Courses (that are 16 hours in duration or less)
– Students may withdraw/transfer no later than three college days prior to the scheduled start date.

Online Semester/Monthly Intake/Correspondence Courses – Students may withdraw/transfer during the first 13 days after the official start date. After the final withdrawal date no refunds/transfers will be issued. Visit www.durhamcollege.ca/coned, click on Online, then Getting Started to view Important Dates. Also, any course materials (e.g. books, student kits, CDs, reference materials or supplies) included in the course fee must be returned to the Distance Education office before a refund will be issued.

Withdrawal without Academic Penalty. The last day to withdraw to avoid academic penalty is four weeks prior to the scheduled end date of the course. After this date, all marks achieved will be recorded on the student's transcript. Failure to attend does not constitute withdrawal; the Course Withdrawal Form or online method must be used.