



# Program Withdrawal Request- Domestic Students

## Strategic Enrolment Services

**Oshawa Campus**

2000 Simcoe Street North, Oshawa, L1G 0C5  
 oshawaenrolmentservices@durhamcollege.ca  
 Tel: 905-721-3000

**Whitby Campus**

1610 Champlain Avenue, Whitby, ON L1N 6A7  
 whitbyenrolmentservices@durhamcollege.ca  
 Tel: 905-721-3300

If you require an alternate set-up of this form email oshawaenrolmentservices@durhamcollege.ca

If you are registered for one or more courses through CE you must submit a separate withdrawal form to them at coned@durhamcollege.ca

PERSONAL IDENTIFICATION			
First name	Last name	Student ID	
Date of birth (mm-dd-yyyy)	Phone number	Email	
Program	Last day of attendance (approx.) <b>This is a mandatory field.</b>		
Year of study: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third Semester of Study: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	Photo ID card returned: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Did not receive ID card		<b>A \$150.00 fee will be charged/withheld if your ID card is not returned.</b>

1. Domestic Post-secondary students have until the 10<sup>th</sup> day of the semester to withdraw and receive a refund (less \$500.00 deposit).
2. Apprenticeship students have until the 1<sup>st</sup> day of classes to withdraw and receive a refund (less \$100.00).

REASON FOR WITHDRAWAL	
Durham College is committed to continuous improvement. To help us understand the needs of students, please indicate your reason(s) for withdrawal. This information is collected for statistical purposes only.	
<b>Academic:</b>	
<input type="checkbox"/> Program does not meet my expectations	<input type="checkbox"/> Academically unprepared
<input type="checkbox"/> Language difficulty	<input type="checkbox"/> Difficulty adjusting to program demands
<input type="checkbox"/> Transfer to other college/university	<input type="checkbox"/> Transferring to another program within Durham College
<b>Personal:</b>	
<input type="checkbox"/> Family responsibilities	<input type="checkbox"/> Career goals changed
<input type="checkbox"/> Health concerns	<input type="checkbox"/> Competing priorities for time
<input type="checkbox"/> Transportation issues	<input type="checkbox"/> Relocating
<b>Financial:</b>	
<input type="checkbox"/> Financial pressure	<input type="checkbox"/> Applied to OSAP but was declined
<input type="checkbox"/> Insufficient assistance from OSAP	<input type="checkbox"/> Tuition/books/supplies too expensive
<b>Other:</b>	
Are you considering returning to Durham College? <input type="checkbox"/> Yes <input type="checkbox"/> No	

By signing below, I understand that withdrawing from my program may affect current and future OSAP funding. I understand that if I have received OSAP funding at any time, any potential refund may be returned to NSLSC. Sponsored students may have their refund returned to their sponsor.

<b>Student signature</b>	<b>Date submitted</b>
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OFFICE USE ONLY			
<b>Dean or designate signature</b>		<b>Date</b>	
Amount of program incidental fees to be withheld \$	Refund owing: \$	Date processed	Withdrawal code

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 September 2019