



**EXTENDED STUDIES
COURSE WITHDRAWAL/TRANSFER REQUEST**

V 403-284-7640 F 403-284-7603 EM extendedstudies@acad.ca

Term: _____

Student Name: _____

ID Number: _____

Phone Number: _____

Return Email Address: _____

ACAD Degree program: Yes (If you have been admitted into the BFA or BDes program.)

Reason for request: _____

- I have read the attached Withdrawal/Refund Policy.
- I would like to provide more feedback on my reason for withdrawing (request a Withdrawal Feedback Form).
- If applicable – I am including/attaching a medical note.

WITHDRAW Course(s)	+ TRANSFER TO Course(s)/Term	OFFICE USE					
		Code	Refund If applicable	GST	Additional Cost If applicable	GST	Total

Student Signature _____

Required for Credit courses: _____ Date: _____

OFFICE USE

Received Extended Studies: _____ Date: _____

- Original – Extended Studies
- Copy – Registrar’s Office (if Admitted student)
- Copy – Student (retain for your records)
- Security Manager emailed (Withdrawal only)
- Instructor Emailed



EXTENDED STUDIES WITHDRAWAL / REFUND POLICY

REQUEST FOR WITHDRAWAL

Your Course Withdrawal Request will be in effect the date the form is received by Extended Studies. The form can be mailed, faxed, emailed or delivered to our office during regular hours (please consult the calendar). We will do our best to respond to your request within a day's notice.

REFUNDS are based upon the following guidelines:

Processing Fee (\$60 + GST)	Not refunded (unless course is cancelled)
Full Course Tuition	Up to 1 week before course start date (please consult the calendar)
Half Course Tuition	From 1 week prior to course start date but before the 2 nd class
No Refund	After the 2 nd class
Medical	Must be supported by a doctor's note or relevant medical documentation.

REQUEST FOR TRANSFER

Generally, where space permits, and before the second class, we can transfer you to a different course within the same semester or the next semester at no additional administrative cost. Where there is a difference in the course fees, we will refund your account or assess an additional charge. Some course fees do change from semester to semester.

CREDIT COURSES

Withdrawal without Failure - XF

To ensure a failure grade is not recorded on your academic record you must withdraw by the date published in our calendar.