



Student Program Withdrawal Form

This policy applies to students who which to permanently and completely withdrawal from all enrolled Diploma Programs without intention to return. Students wishing to apply for a *Course Withdrawal* or a *Leave of Absence* should fill out different forms. If you wish to withdrawal from your enrolled program we strongly advise you to discuss this with the Academic Dean or other administrative staff. OCTCM is committed to you as a student and we want to support you in completing the program. If you have already done so or otherwise still wish to withdrawal, you should complete this form and return it to the Admissions Office (or by scan and email or fax). Student signature must be present.

Please visit the Course Withdrawal Policy in the OCTCM Academic Catalogue & Student Handbook for complete details. Refunds will be applied as per the Refund Policy. There is a \$100 administration charge for all course withdrawals.

First Name:		Last Name:	
Program Name:			
Program Start Date:			
Withdrawal Date:			
Reason for Withdrawal: <i>(attach another sheet if necessary)</i>			

Program Withdrawal Waiver

I, the undersigned acknowledge that:

1. I understand the Refund Policy and Academic Policy regarding course and program withdrawals as outlined in the *OCTCM Academic Catalogue & Student Handbook*.
2. I understand that not completing this program may hinder my ability to transfer the credits to other Programs or registration with regulatory bodies.
3. I understand that I am still responsible for any outstanding balance owed to OCTCM.

Signature of Student

Date

OCTCM Use Only:

Date Received: (yyyy/mm/dd)	Staff Signature:
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