

## H Y'G. Raymond Chang School of Continuing Education Certificate Program Withdrawal Form

### Instructions

If you are NOT planning to continue in your Chang School Certificate Program, complete this form and submit it either in person, by mail or by fax to Student Records (POD 64). The withdrawal will be processed as of the semester in which it was received.

Withdrawing from the Certificate Program does NOT withdraw you from courses. If you would also like to withdraw from course(s), please consult The Chang School website for procedures and deadlines regarding course withdrawals and refunds.

### Student Information

Student ID:	<input type="text"/>	Ontario Education Number (OEN), if known:	<input type="text"/>
Last Name:	<input type="text"/>		
First Name(s):	<input type="text"/>		
Apt. Number:	Street Address: _____		
City/Town:	_____		
Province:	_____		Postal Code: <input type="text"/>
Home Phone:	<input type="text"/>		
Business Phone:	<input type="text"/>	Extension:	<input type="text"/>
Cell Phone:	<input type="text"/>		

### Certificate Program Information

Certificate Program:	_____		
<b>Withdrawal Term</b>			
<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring/Summer	Year: <input type="text"/>

### Student Authorization

<b>I understand that:</b>	
<ul style="list-style-type: none"> <li>• Certificate Program Withdrawal Requests require 10 business days for processing.</li> <li>• Withdrawing from a Chang School Certificate Program does not withdraw me from enrolled courses.</li> <li>• I am academically and financially responsible for course enrollments on my student account.</li> </ul>	
Signature: _____	Date: _____
	MM/DD/YYYY