

## 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 Enrollment Services and Student Records (POD 70). The withdrawal will be processed as of the semester in which it was received.

Withdrawing from the Certificate Program does NOT confirm course withdrawal. If you would also like to withdraw from course(s), please consult the Chang School of Continuing Education website for procedures regarding course withdrawals/refunds and their deadlines.

**\* Please note that Certificate application fees are non-refundable.**

**Student Information**

Student ID:	<input style="width: 100%; height: 20px;" type="text"/>																													
Last Name:	<input style="width: 100%; height: 20px;" type="text"/>																													
First Name(s):	<input style="width: 100%; height: 20px;" type="text"/>																													
Apt. Number:	Street Address:																													
City/Town:		<input style="width: 100%; height: 20px;" type="text"/>																												
Province:	<input style="width: 100%; height: 20px;" type="text"/>																								Postal Code:	<input style="width: 100%; height: 20px;" type="text"/>				
Home Phone:	<input style="width: 100%; height: 20px;" type="text"/>																													
Business Phone:	<input style="width: 100%; height: 20px;" type="text"/>										Extension:	<input style="width: 100%; height: 20px;" type="text"/>																		
Cell Phone:	<input style="width: 100%; height: 20px;" type="text"/>																													

**Certificate Program Information**

Certificate Program:	<input style="width: 100%; height: 20px;" type="text"/>																													
<b>Withdrawal Term</b>																														
<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring/Summer	Year:	<input style="width: 100%; height: 20px;" 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 confirm withdrawal from enrolled courses.</li> <li>• I am academically and financially responsible for course enrollments on my student account.</li> </ul>	
Signature:	Date:
<input style="width: 100%; height: 20px;" type="text"/>	