

Two empty rounded rectangular boxes for processing signature and date.

**Instructions**

If you are NOT planning to continue in your Chang School Certificate Program, complete this form and submit it either in person to the ServiceHub (POD150) or scan and email to [sr.support@ryerson.ca](mailto:sr.support@ryerson.ca), or by mail (address in footer). 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**

Ryerson Student Number

Ontario Education Number (OEN) (Optional)

Last Name \_\_\_\_\_

First Name(s) \_\_\_\_\_

Apt. Number \_\_\_\_\_ Street Address \_\_\_\_\_

City/Town \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_ Extension \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Certificate Program Information**

Certificate Program \_\_\_\_\_

**Withdrawal Term**

Fall      Winter      Spring/Summer      Year \_\_\_\_\_

**Student Authorization**

I understand that:

- Certificate Program Withdrawal Requests require 10 business days for processing.
- Withdrawing from a Chang School Certificate Program does not withdraw me from enrolled courses.
- I am academically and financially responsible for course enrolments on my student account.
- All withdrawals are reflected on my academic record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_