

CONTINUING EDUCATION WITHDRAWAL/TRANSFER REQUEST FORM

SECTION A: STUDENT INFORMATION	
Name:	Date:
Address:	Student #:
	Home Phone:
	Alternate phone:
	Email:
Signature:	

SECTION B: WITHDRAWAL REQUEST	
If eligible for a refund, a \$75.00 service charge will be applied. Refund will be applied to the original credit card charged.	
COURSE # (Including section)	COURSE TITLE

SECTION C: TRANSFER REQUEST	
<u>COST</u> : \$40.00 by certified cheque or credit card (Visa, Amex, MasterCard)	
Credit Card Number:	Expiry Date:
TRANSFER FROM:	
COURSE # (Including section/semester)	COURSE TITLE
TRANSFER TO:	
PAYMENT METHOD: (for transfer fee)	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex <input type="checkbox"/> Certified Cheque or Money Order* <input type="checkbox"/> Cash/Debit (in person only)	
Credit Card Number: _____ Expiry Date: _____	
<i>*We do not accept personal cheques. Please make certified cheques payable to The Michener Institute.</i>	

SECTION D: OFFICE USE ONLY	
<input type="checkbox"/>	Transfer fee - \$40 received
<input type="checkbox"/>	Transaction completed in Power Campus
<input type="checkbox"/>	CE notified
<input type="checkbox"/>	Refund issued, if applicable



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APPLICATION INSTRUCTIONS:

1. Applications will only be considered when the appropriate non-refundable fee has been submitted.
2. All the relevant sections of the request form must be completed, including student signature.
3. All relevant supporting documentation must be submitted with the application.
4. *Associated fees:*
 - Transfer \$40.00 for each course
 - Withdrawal - If eligible for a refund a \$75.00 service charge will be applied. For security reasons, the refund will be applied to the original credit card charged. **We cannot apply the credit to a different card.**
5. Fax completed form to the Registrar's Office at 416-596-3180.
6. To phone in payment information call: 1-800-387-9066 ext. 3177 or 416-596-3177

For further information refer to transfer/withdrawal guidelines on our [website](#) or contact Continuing Education at ce@michener.ca.