

Part-Time Course Drop/ Withdrawal

Effective Drop/Withdrawal Date

The effective drop/withdrawal date will be the date the College is informed in writing of the student's intention to drop/withdraw, and will determine any refund eligibility. Conversely, any fees still owed (eg. payment plan balances) must be paid as per the original agreed upon dates and amounts.

Course Drop

Completion of this form is required to drop a course. Students are responsible for informing the College of their intention to drop a course via the methods listed below and by the following deadlines:

Classroom Delivery Courses - partial refunds are available up to the day before the start of the second class.

Classroom Delivery Workshops and Seminars - partial refunds are available if request is received a minimum of eight (8) calendar days prior to start date.

Distance Delivery Courses - partial refunds are available if request is made within ten (10) calendar days from the start of course.

Please visit our website www.rrc.ca/coned for complete refund policy details.

Course Withdrawal

Completion of this form is required to withdraw from a course. Students who withdraw from a course after the above noted deadlines are not eligible for a refund. Students doing courses by distance delivery are not eligible to withdraw if they have purchased an extension on their course. The course will appear on the student's transcript with a grade of Voluntary Withdrawal (VW) or Failure (F) as determined by College policy. Students withdrawing **at least three (3) weeks prior** to the original course end date, who have not written their final exam, will be eligible for a grade of VW. Students withdrawing within three (3) weeks of the course end date will receive a grade of F.

Methods of Dropping/Withdrawing

Web form: www.rrc.ca/coned

Email address: cde@rrc.ca

Fax number: 204-633-6489

In Person: Student Services Centre, Room D101- Notre Dame Campus or Room P104 - Roblin Centre

Mailing address: School of Continuing Education E113- 2055 Notre Dame Avenue, Winnipeg, MB R3H OJ9

| General Information: | | | |
|----------------------|-----------|--|--|
| Last Name | | First & Middle Name | |
| Mailing Address | | | |
| City | | Prov. | Postal Code |
| Home Telephone | | Student Number | |
| E-mail | | Course Name: | |
| Course Code: | End Date: | <input type="checkbox"/> In-Class Delivery | <input type="checkbox"/> Distance Delivery |

To assist us in improving our services, please tell us why you are withdrawing from your course; Please select one (1) reason only:

- Changed my mind Course was too difficult Instructor issues Family-related issues Course does not meet my expectations
 Financial issues Medical issues Moving away Work-related issues Other _____

Student's Signature

Date (dd/mm/yy)

School of Continuing Education

E113 - 2055 Notre Dame Ave.
Winnipeg, MB R3H OJ9
Tel: 204.694.1789 Fax:
204.633.6489 Toll-free:
1.866.242.7073
Web Site: rrc.ca/coned
E-mail: cde@rrc.ca

Office Use:

Date Received

Clerk