

**Office of the Registrar**

Telephone: 416.764.9900

Email: [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca)Important Academic Dates: [senecapolytechnic.ca/registrar/dates](http://senecapolytechnic.ca/registrar/dates)

# Seneca

## POLYTECHNIC

### Withdraw Form: Full-Time Program

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

First Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Current Program \_\_\_\_\_

Seneca Email Address \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Alternate Email Address \_\_\_\_\_

( ) \_\_\_\_\_  
Preferred Phone NumberWithdrawal  
from which term:

Fall

Winter

Summer

**Reason for Withdrawal: Please select one reason for withdrawal from the following list:****Academic Reasons:****Academic:**

- ☐ Program does not meet expectations
- ☐ Academic difficulty
- ☐ Transfer to other college or university
- ☐ Return to high school
- ☐ Other academic (please specify)

**Non-Academic Reasons:****Personal:**

- ☐ Health
- ☐ Family Distress
- ☐ Other personal (please specify)
- ☐ Career goals changed
- ☐ Loss of Motivation

**Financial:**

- ☐ Applied to OSAP but no financial assistance awarded
- ☐ Insufficient financial assistance from OSAP
- ☐ Financial Pressure
- ☐ Other Financial (please specify)

**Employment:**

- ☐ Employment not related to your program
- ☐ Employment related to your program
- ☐ Seeking employment
- ☐ Other (please specify)

**Other:**

- ☐ Study Permit Refusal

- ☐ I understand that if I am withdrawing from Seneca after the 10th day of scheduled classes and my fees have not been paid in full, the fees must still be paid.
- ☐ I understand that overdue accounts will be sent to a collection agency if arrangements for payment have not been made.
- ☐ I understand that if I am in receipt of OSAP funds, any refund due to me may be sent back to the National Student Loan Service Centre to repay a portion of my student loan (Domestic students only).

**Refund Method:**Would you like to request a refund? ☐ Yes ☐ No

**Note:** If your study permit application has been refused by IRCC, you must submit a copy of the visa refusal letter with this form within 14 days of the date noted on the rejection letter. If you are withdrawing from Seneca for any other reason other than study permit refusal, an administrative fee of \$2,000 will be deducted from your semester 1 fees.

In order to be compliant with Canada's Anti-Money Laundering policies, all refunds will be sent back to the credit card or bank account from which the funds were originally paid. Seneca is not responsible for the fluctuation of the currency exchange rate. Please review the refund methods page carefully:

- <https://www.senecapolytechnic.ca/international/accepted/deferrals-withdrawals-refunds.html>

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416.764.0400 or email [privacyoffice@senecapolytechnic.ca](mailto:privacyoffice@senecapolytechnic.ca).

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

**For OFFICE USE ONLY:**

Withdrawal Term: \_\_\_\_\_

Program Action: \_\_\_\_\_

☐

Action Reason: \_\_\_\_\_

☐

Registration Advisor: \_\_\_\_\_

Date Processed: \_\_\_\_\_