

# WITHDRAWAL FORM

## Full-Time Programs

**Important: Please read this page carefully before completing the attached form.**

**This form is for:**

- Full-time students registered in full-time programs.

**This form is not for:**

- **International Students.** Please complete the BLUE form called **International Students – Program Withdrawal Form**. The forms are available at Enrolment Services and at the International office.
- **School of Transportation Apprenticeship students.** Please complete the **Program Withdrawal Form – School of Transportation Apprenticeship Programs**. The forms are available at Enrolment Services.
- **Continuing Education students or part-time students** enrolled in either day or night classes. Please complete the **Request for Academic Change DROP/ADD**. The forms are available at Enrolment Services.

**What is this Form?**

The Withdrawal form is for full-time students who are withdrawing from their full-time program.

Centennial College is committed to your success, and we offer a range of services to support you in remaining at the college. We recognize students encounter many challenges which may prevent you from successfully focusing on your studies (eg. financial, personal, program choices). We want to ensure that you make the best choice given your circumstances.

**Failure to complete all sections of this form may affect your ability to:**

- Avoid a failing grade
- Complete your program at Centennial at a later date
- Transfer into another program at Centennial
- Re-enrol at Centennial, particularly if you have outstanding fees or fines with the Learning Resource Centre
- Obtain a copy of your academic transcripts
- Remain in good standing with OSAP – see back of withdrawal form for important OSAP information.

**Important Information**

Consult the College's current Important Dates calendar for deadlines regarding withdrawals. The completed form must be received in Enrolment Services on or before the Withdrawal Deadline. Your form will be date stamped and a copy provided to you for your records.

**Campus Counsellor Contact Numbers**

- **Ashtonbee:** Room L1-04, 416-289-5000, ext. 57252
- **Morningside:** Room 190, 416-289-5000, ext 58025
- **Progress:** Room C1-03, 416-289-5000, ext 52627
- **Story Arts Centre:** Room 285, 416-289-5000, ext 58648

Withdrawal Form – Full-Time Programs

☐ New Student

☐ Returner

Withdrawal for Academic Semester:

☐ Fall Semester

☐ Winter Semester

☐ Summer Semester

I intend to withdraw from the following program:

ABOUT YOURSELF:

Student ID Number:

Last Name:  First Name:  Middle Name:

Address:  City:  Province:  Postal Code:

TelephoneNumber:  Cell Number:  Email Address:

REASON FOR WITHDRAWAL

Please select one reason for withdrawal from the following list:

Academic Reasons	Non-Academic Reasons		
<input type="checkbox"/> Program does not meet expectations	Personal:		Employment:
<input type="checkbox"/> Academic difficulty	<input type="checkbox"/> Health	<input type="checkbox"/> Career goals changed	<input type="checkbox"/> Employment not related to your program
<input type="checkbox"/> Transfer to other college or university	<input type="checkbox"/> Family Distress	<input type="checkbox"/> Loss of Motivation	<input type="checkbox"/> Employment related to your program
<input type="checkbox"/> Return to high school	<input type="checkbox"/> Other personal	<input type="checkbox"/> Immunization Policy	<input type="checkbox"/> Seeking employment
<input type="checkbox"/> Other academic	Financial:		<input type="checkbox"/> Other (please specify)
	<input type="checkbox"/> Applied to OSAP but no financial assistance awarded	<input type="checkbox"/> Insufficient financial assistance form OSAP	
	<input type="checkbox"/> Financial Pressure	<input type="checkbox"/> Other Financial	

Academic Advisor/Program Coordinator

Academic Advising:

Academic Advisor OR Program Coordinator Signature\*

Date

Please Print Academic Advisor or Program Name

I am aware of the withdrawal deadlines listed in the current **Important Dates Calendar** of academic dates, and I recognize that I am responsible for returning any college property that I might have in my possession. I also understand that this information is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1980, c.272, s.5: R.R.O. 1980, Reg. 640, and is used by the College for processing withdrawals. Any inquiries about this authorization may be directed to Enrolment Services, Centennial College.

Student Signature\*

Date

**Important:** You are considered officially withdrawn when you submit this form to Enrolment Services with **BOTH** (a) Student Signature and (b) Academic Advisor/Program Coordinator signature by withdrawal deadline.

SFS OFFICE USE ONLY:

Date Stamp Received	Office Use Only	Office Use Only
	New Entrant: <input type="checkbox"/> Returning: <input type="checkbox"/>	Records Rep.: <input type="text"/>
	Student on OSAP	
	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date Completed: <input type="text"/>
	Refund To NSLC: <input type="checkbox"/> Refund To Student: <input type="checkbox"/>	
	Approved By: <input type="text"/>	
Date: <input type="text"/>		

# Important OSAP Information for Students Withdrawing from Full Time Studies

It is important that students contact Centennial College Student Financial Services office to discuss your particular situation and circumstances in person and to be absolutely sure you have the accurate information necessary to keep your loans in good standing. The documentation is prepared ONLY as a guide for your informational purposes.

## OSAP Withdrawal Implications

Once you withdraw from full-time studies or drop below 60 per cent of a full-time course load (below 40 per cent for students registered as Special Needs). Your OSAP file will be reassessed using your last day of full-time attendance as your withdrawal date. This reassessment may in fact result in your OSAP file being in an “overpaid” situation. (For future study, any overpayment may result in you being deemed ineligible for OSAP for any future study. See your Student Financial Services officer **now** so you know your status.

By withdrawing from full-time studies you relinquish any entitlement to an **Ontario Student Opportunity Grant** for the academic year. You will be responsible for replaying the entire amount of the OSAP loans you have negotiated for the current school year even if you had been advised previously that you may be considered for an Ontario Student Opportunity Grant. See your Student Financial Service officer for further information.

## Have you returned all of your Library Materials to the Library? Do you have any outstanding fines at the Library?

Before you go, please be sure that your library account at the Library is clear. That means that all library materials have been returned and all fines for overdue or lost materials have been paid.

Your library account must be clear so that you can receive your transcripts and register at Centennial College again in the future.

**To check your account, please visit the Libraries or call 416-289-5000:**

- **Ashtonbee:** Room L2-02, ext. 57000
- **Morningside:** Room 170, ext 8000
- **Progress:** L block, ext 5400
- **Story Arts Centre:** Room 109B, ext 8600