

Open Learning and Educational Support

Course Drop Form

Name: _____ Date: _____

Student I.D. #: _____

Please withdraw me from:

Course: _____

Reason:

(Signature)

Cancellation Policy: Registered participants who wish to withdraw from a course must inform Open Learning and Educational Support in writing. Refunds, less a \$40.00 administration fee per course will be issued provided written notification. In order to receive a refund less a \$40.00 administration fee per course, the form must be received by end of business day (EST) on the **Friday** prior to the commencement of the course.

Please submit this form by fax or email to Open Learning and Educational Support at 519-767-1114 (fax) or info@OpenEd.uoguelph.ca.

If you require further assistance please contact Open Learning and Educational Support at 519-767-5000 or info@OpenEd.uoguelph.ca.