



Diploma in School Board Administration Drop Form

Name: _____ Date: _____

Student ID# _____ Semester: _____

Please withdraw me from:

Course: _____

Reason: _____

Cancellation Policy

If you decide to withdraw from the program a refund, less a \$100.00 administration fee will be issued provided the Office of Open Learning receives a Drop Form prior to the course start date. A \$200.00 administration fee will be charged to any cancellation that occurs after the course start date or up to the end of the second week of the course.

No refunds will be issued after the second week of the course.

Failure to take part in a course does not constitute notification of withdrawal and will result in you forfeiting the entire course fee.

Your course materials and original receipt must be returned to the Office of Open Learning for a refund to be issued. Please note textbooks are non-refundable and cannot be returned.

Should you decide not to continue after the course drop date, you must still send in a completed drop form by the 40th class day to avoid academic penalty (receiving a grade of "F" on your academic record). No drop forms are accepted after the 40th class day (the Friday in week 8 of the course).

(Signature)

This form must be submitted to the Office of Open Learning by:
Fax: 519-767-1114
Mail: Office of Open Learning
160 Johnston Hall,
University of Guelph
Guelph, ON N1G 2W1
In person: Monday to Friday – 8:30am-4:30pm