

COURSE DROP FORM

Name: _____ Date: _____

Student I.D.#: _____ Semester: _____

Please withdraw me from:

Course: _____

Course: _____

Course: _____

Reason: _____

Cancellation Policy

A full refund will be issued provided the Office of Open Learning receives a completed [Drop Form](#) at least 30 calendar days prior to the course start date.

A refund, less a \$25.00 administration fee will be issued provided the Office of Open Learning receives a completed [Drop Form](#) at least 21 calendar days prior to the course start date.

A refund, less a \$75.00 administration fee will be issued provided the Office of Open Learning receives a completed [Drop Form](#) within 20 calendar days prior to the course start date or by the end of the business the Friday of Week 2 of the course.

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

Failure to take part in a course does not constitute notification of withdrawal and will result in forfeiture of the entire course fee. Your course materials and original income tax receipt must be returned to the Office of Open Learning for the 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 each 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, 8:30 a.m. to 4:30 p.m.

Rev. 2:01/07