CANCELLATION/ WITHDRAWAL REQUEST FORM

GENERAL INFORMATION

- Use this form to cancel your registration or withdraw from courses delivered by TRU-OL before the deadline stated in your welcome letter.
- Complete and fax or mail this form to Student Services.
- The information you provide on this form is collected under the Thompson Rivers University Act (BC) and will only be used to administer your request.
- Direct questions to Student Services, email: student@tru.ca or phone: 1.800.663.9711 (toll-free in Canada) or 250.852.7000 (Kamloops and international).

REGISTRATION CANCELLATION AND WITHDRAWAL POLICIES

- Refer to course registration cancellation and withdrawal policies, as follows:
  - In the TRU-OL Calendar.
  - On the TRU-OL website at tru.ca/distance/services/policies/policies.html.
- Contact Student Services (email or phone as above).
- Policies outline eligibility for registration cancellation and course withdrawal, transcript notations, and any potential refunds. Note that on registration you agreed to accept and abide by applicable policies and procedures.
  - The course administration and technology fees are not refundable for cancellations.
  - No fees are refundable for withdrawals.

TRU-OL STUDENT NUMBER

PERSONAL DATA (PRINT CLEARLY)

SURNAMS (legal)

FIRST NAME (legal)

FULL MIDDLE NAME(S) (legal)

MAILING ADDRESS (include buzzer code if applicable)

CITY / TOWN / VILLAGE

PROVINCE / STATE POSTAL CODE / ZIP CODE COUNTRY

HOME TELEPHONE NUMBER SECONDARY TELEPHONE NUMBER

AREA CODE AREA CODE

EMAIL ADDRESS (print clearly)

REQUEST

Check (√) one:

- I REQUEST TO CANCEL THE FOLLOWING COURSE REGISTRATION
- I REQUEST TO WITHDRAW FROM THE FOLLOWING COURSE

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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APPLICABLE ONLY TO CANCELLATIONS

☐ I am returning my course package(s) in new condition before my cancellation deadline. (Return course packages by mail to TRU-OL, 805 TRU Way, Kamloops, BC V2C 0C8 or in person to TRU, 805 TRU Way, Kamloops.)

☐ I am not returning my course package(s)

STUDENT’S SIGNATURE

DATE

10/3/2017 • MC122807-2

FAX OR EMAIL THIS FORM (SEE TOP OF FORM)