Cancellation/ Withdrawal Request Form



TRU-OL Student Services 805 TRU Way, Kamloops, BC V2C 0C8 truopen.ca | Fax: 250-852-6405 Email: student@tru.ca



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 polices, 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)
SURNAME (legal)
FIRST NAME (legal)
FULL MIDDLE NAME(S) (legal)
MAILING ADDRESS (include buzzer code if applicable)
CITY / TOWN / VILLAGE
CITT/ IOWN/ VILLAGE
PROVINCE / STATE POSTAL CODE / ZIP CODE COUNTRY
HOME TELEPHONE NUMBER SECONDARY TELEPHONE NUMBER
AREA CODE AREA CODE
EMAIL ADDRESS (print clearly)

Check (√) one:		
REQUEST TO CANO	CEL THE FOLLOWING COURSE REGISTRATION	
REQUEST TO WITH	DRAW FROM THE FOLLOWING COURSE	
COURSE NUMBER	COURSE NAME	
Check (√) one:		
REQUEST TO CANO	CEL THE FOLLOWING COURSE REGISTRATION	
REQUEST TO WITH	DRAW FROM THE FOLLOWING COURSE	
COURSE NUMBER	COURSE NAME	
Check (√) one:		
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