

STUDENT WITHDRAWAL FORM

Section 1: Student Information (to be completed by the student)

Last Name: _____ First Name: _____ Student Number: _____

Program: _____ Start Date: _____ End Date: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____

Reasons for Withdrawal:

Our Locations

+ Calgary Campus

403 264 2009 | 403 992 7611
Fax: 587 352 2049

1324 36 Avenue NE
Calgary, Alberta | T2E 8S1

+ Red Deer Campus


403 264 2049 | 403 986 0684
Fax: 403 986 4815

4811 48 Street
Red Deer, Alberta | T4N 1S6


+ Edmonton Campus


780 863 8236
Fax: 780 434 8328

6920 Roper Road NW
Edmonton, Alberta | T6E 0A8

 mtghealthcare.com

 info@mtghealthcare.com

 MTG Healthcare Academy

 @mtghealthcareacademy

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Section 2:

WITHDRAWAL POLICY

- Students, who desire to withdraw from this program and terminate the contract, must present a written notice to the Academy so the Academy will confirm the date the notice was delivered. The contract is considered terminated on the date that the written notice is received by the Academy. The Academy may also terminate the enrolled program by providing written notice to the student.
- Students, who are in receipt of financial assistance, will notify the funding source of withdrawal or the termination of the contract.
- Students must review the excerpts of the Private Vocational Training Regulation as attached to the contract, and recognize the regulation with respect to the retention of repayment of fees (i.e. registration fees and tuition refunds).
- Furthermore, students must understand that "if the contract is terminated on or before the 4th business day after signing the contract, the Academy must refund any tuition or other fees paid by the student."
- The standard refund policy applies to all withdrawals.
- Withdrawal will result in a "W" on the transcript. Neglecting to withdraw officially (program abandonment) will result in an "F" on the transcript. The "F" grade calculates as zero in the GPA.