

# ATC WITHDRAWAL FORM

## WITHDRAWAL DATE

The effective withdrawal date will be the date the International Student Program of Louis Riel School Division receives the completed ATC Withdrawal Form.

## REFUND POLICY

- Form submitted prior to First day of Class 100% tuition
- Form submitted during the first 5 class days (1<sup>st</sup> week) 75% tuition
- Form submitted after 1<sup>st</sup> week NO REFUND

Application fee (\$200) & Seat Deposit Fee\*(\$400) non-refundable

All Refunds are subject to a \$200 processing fee

\* Seat Deposit Fee (\$400) refundable only with submission of Visa Refusal forms prior to the start of the program

## SUBMISSION

In Person: International Student Program- 900 St. Mary's Road

Email: [internationalstudent@lrsd.net](mailto:internationalstudent@lrsd.net)

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Course Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

## PLEASE SELECT THE REASON FOR WITHDRAWAL:

- Withdrawal – Breach of LRSD Terms & Conditions (NO REFUND)
- Voluntary Withdrawal – Program Not Suitable
- Voluntary Withdrawal – Personal Reasons
- Voluntary Withdrawal – Financial Reasons
- Voluntary Withdrawal – Relocated
- Voluntary Withdrawal – Switched to another institution
- Visa Refusal (Visa refusal letter from CIC must be submitted)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date