



# INTERNATIONAL STUDENT ENTRY PROGRAM (ISEP) — REQUEST TO WITHDRAW

**International Student Centre**

555 Seymour Street Unit 782, Vancouver, BC, Canada V6B 3H6

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Building DTC-782

**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

BCIT Student ID Number <b>A00</b>	Family Name	First Name	English Name
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## WITHDRAW AND REFUND ENTITLEMENT REQUEST

<input type="checkbox"/> Program: ISEP Term <input type="text"/> Level <input type="text"/> Regular Program (if applicable) <input type="text"/>			
Reason			
<input type="checkbox"/> Department advised withdrawal	<input type="checkbox"/> Program too difficult	<input type="checkbox"/> Other (specify below)	
<input type="checkbox"/> Change of school	<input type="checkbox"/> Illness/health problems	<input type="text"/>	
<input type="checkbox"/> Financial difficulties	<input type="checkbox"/> Concerns regarding instruction		
<input type="checkbox"/> Lost interest in program	<input type="checkbox"/> Family/personal		
<input type="checkbox"/> Study Permit denied	<input type="checkbox"/> Canadian Embassy document attached		
	<input type="checkbox"/> Original letter of acceptance attached		

## REFUND INFORMATION

Refund Amount	
<input type="text"/> %	\$ <input type="text"/>
<input type="checkbox"/> Mail refund entitlement cheque to the following address:	
Phone	Email
<input type="checkbox"/> Pick up by ISEP staff (local contact number) <input type="text"/>	

## TRANSFER OR WITHDRAWAL

All requests for withdrawals or transfers must be submitted, in writing, to BCIT International Student Entry Program (ISEP). All withdrawals are subject to BCIT ISEP tuition fee schedule and refund policies.

**Refunds and Deadlines:** Please refer to the BCIT ISEP tuition fee and refund policy.

## Citizenship & Immigration Canada (CIC)

If you are a student in Canada on a study permit issued by the Canadian government, BCIT ISEP hereby advises your withdrawal may impact your status in Canada. Since your status has now changed, it is your responsibility to notify Citizenship & Immigration Canada, Case Processing Centre, Vegreville, Alberta. BCIT advises the CIC when students are no longer studying.

## DECLARATION

I have read and accept responsibility for understanding all the information contained on this form. I declare to the best of my knowledge that all information I have submitted on this form is true and correct. I agree to adhere to the policies and procedures of BCIT.

Student Signature	Date
ISEP Admission	Date