

Withdrawal Form – Full-Time Programs

Important: Please read this page carefully before completing the attached form.

This form is for:

- Full-time students registered in full-time programs.

This form is **not** for:

- **International Students.** Please complete the BLUE form called **International Students – Program Withdrawal Form**. The forms are available at Enrolment Services and at the International office.
- **School of Transportation Apprenticeship students.** Please complete the **Program Withdrawal Form – School of Transportation Apprenticeship Programs**. The forms are available at Enrolment Services.
- **Continuing Education students or part-time students** enrolled in either day or night classes. Please complete the **Request for Academic Change DROP/ADD**. The forms are available at Enrolment Services.

What is this Form?

The Withdrawal form is for full-time students who are withdrawing from their full-time program.

Centennial College is committed to your success, and we offer a range of services to support you in remaining at the college. We recognize students encounter many challenges which may prevent you from successfully focusing on your studies (eg. financial, personal, program choices). We want to ensure that you make the best choice given your circumstances.

Failure to complete all sections of this form may affect your ability to:

- Avoid a failing grade
- Complete your program at Centennial at a later date
- Transfer into another program at Centennial
- Re-enrol at Centennial, particularly if you have outstanding fees or fines with the Learning Resource Centre
- Obtain a copy of your academic transcripts
- Remain in good standing with OSAP – see **back of withdrawal form for important OSAP information**.

Important Information

Consult the College's current **Important Dates** calendar for deadlines regarding withdrawals.

The completed form must be received in **Enrolment Services** on or before the **Withdrawal Deadline**.

Your form will be date stamped and a copy provided to you for your records.

Campus Counsellor Contact Numbers

- **Ashtonbee:** Room L1-04, 416-289-5000, ext. 7252
- **Morningside:** Room 190, 416-289-5000, ext 8025
- **Progress:** Room C1-03, 416-289-5000, ext 2627
- **Story Arts Centre:** Room 285, 416-289-5000, ext 8648

Important **OSAP** Information for Students Withdrawing from Full Time Studies

It is important that students contact Centennial College Student Financial Services office to discuss your particular situation and circumstances in person and to be absolutely sure you have the accurate information necessary to keep your loans in good standing. The documentation is prepared **ONLY** as a guide for your informational purposes.

OSAP Withdrawal Implications

Once you withdraw from full-time studies or drop below 60% of a full-time course load (below 40% for students registered as Special Needs). Your OSAP file will be reassessed using your last day of full-time attendance as your withdrawal date. This reassessment may in fact result in your OSAP file being in an "overpaid" situation. (For future study, any overpayment may result in you being deemed ineligible for OSAP for any future study. See your Student Financial Services officer **now** so you know your status.

By withdrawing from full-time studies you relinquish any entitlement to an **Ontario Student Opportunity Grant** for the academic year. You will be responsible for repaying the entire amount of the OSAP loans you have negotiated for the current school year even if you had been advised previously that you may be considered for an Ontario Student Opportunity Grant. See your Student Financial Service officer for further information.

Have you returned all of your Library Materials to the Library? Do you have any outstanding fines at the Library?

Before you go, please be sure that your library account at the Library is clear. That means that all library materials have been returned and all fines for overdue or lost materials have been paid.

Your library account must be clear so that you can receive your transcripts and register at Centennial College again in the future.

To check your account, please visit the Libraries or call **416-289-5000**:

- **Ashtonbee**: Room L2-02, ext. 7000
- **Morningside**: Room 170, ext 8000
- **Progress**: L block, ext 5400
- **Story Arts Centre**: Room 109B, ext 8600