



Request for Withdrawal 2018-2019

FASCINATING MINDS



SINCE 1911

Withdrawals

Notice of student withdrawal must be made in writing to the Admissions Office. Please read the [Tuition Refund Plan](#) brochure carefully for details about refund eligibility.

- After July 1, 2018, parents have an unconditional obligation to pay all fees for the full, upcoming academic year. No portion of fees, paid or outstanding, will be refunded in the event of a student's absence, withdrawal or dismissal from the school.
- If the Admissions Office receives written notice of the student's withdrawal prior to July 1, 2018, the College shall retain the payment amounts based on the schedule below.

Receipt of Written Notice	Payments Forfeited (based on registered fee plan)
After registration to March 31, 2018	\$2,000.00 for Day students \$5,000.00 for Boarding students
Between April 1, 2018 and April 30, 2018	15% of Tuition and Boarding Fee
Between May 1, 2018 and May 31, 2018	25% of Tuition and Boarding Fee
Between June 1, 2018 and June 30, 2018	50% of Tuition and Boarding Fee
Between July 1, 2018 and before the start of the academic year	100% of Tuition and Boarding Fee
After the start of the academic year	All Tuition and Boarding Fees are due and payable and will not be refunded. Any applicable Tuition Refund Insurance will be applied to the tuition due. If the total of payments received and insurance proceeds exceed the tuition due, this amount will be refunded.

Request for Withdrawal 2018-2019

To be completed for:
**ALL REQUESTS FOR
WITHDRAWAL**

Date: _____

Appleby College
540 Lakeshore Road West
Oakville, Ontario L6K 3P1
CANADA

Attention: Admissions Office

To Whom It May Concern:

This is to advise you that I wish to withdraw _____ (student's name) /
_____ (student number) from Appleby College for the 2018-2019 school year.

Reason for withdrawal: _____

Note to parents: If you wish to withdraw your child from Appleby College, this form must be signed and returned to the Admissions Office by **Tuesday, February 20, 2018**. Withdrawals after such time will follow the tuition refund policy (as outlined below).

Parent/Legal Guardian Name

Signature

Date

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OFFICE USE ONLY:

- Fujitsu Tablet computer returned to Appleby College IT department
- Student's account is paid in full
- Guidance Office - release the student's academic marks