

Withdrawal Policy

1. Policy Statement

Students who wish to withdraw from their program at the Toronto School of Management must complete the formal withdrawal process outlined below.

2. Withdrawal Process

- 2.1. Students must complete and sign the Withdrawal Form below and submit it to the Student Services office in person or by email to studentservices@TorontoSoM.ca who will date stamp the form and process the withdrawal request.
- 2.2. All international students will need to submit the Withdrawal Form and proof of the reason for withdrawal such as Letter of Acceptance from another institution; return ticket to the home country, doctor's note, etc.
- 2.3. All module/papers registered and withdrawn after the appropriate registration deadline are counted as attempts. Also, the non-attendance of a module/paper is not considered a withdrawal.
- 2.4. If a student does not withdraw from a module/paper they registered for after commencement of the module/ paper, that will be considered as incomplete, and the student will receive a (fail) grade for the module/paper.

3. Disclaimer for International Students

As an international student in order to maintain your status in Canada, you must notify Immigration, Refugees, and Citizenship Canada ("IRCC") regarding changes to Study Permit which initially was issued to study with Toronto School of Management ("TSoM"), a Designated Learning Institution ("DLI"), for which Study Permit was obtained.

Withdrawal from the program enrolled will result in failure to comply with the conditions of study permit as stipulated in Section 221 of the Immigration and Refugee Protection Regulations ("IRPR"), and hence no longer in compliance as stipulated in Subsection 220.1(4) of IRPR.

In addition, the school will immediately report to IRCC that you are no longer enrolled in the program of study and subsequently IRCC has the right to cancel your study permit and work permit, even if they do not receive the physical documents from you. In other words, the permits you currently hold automatically become invalid within the period of time allowed by IRCC. Be informed that you must leave Canada within the number of days allowed by IRCC, starting from your last day of classes, unless you enroll at a different institution and change your Designated Learning Institution (“DLI”).

Also, be advised if you are not pursuing further studies in Canada you must return your study permit and work permit to Immigration, Refugees, and Citizenship Canada (“IRCC”) at the below address:

*IRCC
25 St. Clair Ave E, Suite 200
Toronto, ON
M4T 1M2
Intersection: St. Clair & Yonge*

Additionally, be aware that you must cease all work and/or studies. If you continue to work from this point on, it will be considered as working illegally in Canada, which could lead to your removal from Canada, deportation, and/or ban from entering Canada for up to five (5) years.

4. The Refund Process

- 4.1. Please see TSoM’s refund policy at www.torontosom.ca/students/policies.

Updated: January 2020

Program Withdrawal Form

A student who wishes to withdraw from a full-time program is required to complete and submit this form in person to Student Services or by email at studentservices@TorontoSoM.ca.

Student Number/ID _____ Current Program _____ Intake _____

Last Name _____ First Name _____

Telephone Number _____ Email Address _____

Reason for Withdrawal

Academic:

- Transfer to other college or university (please copy of Letter of Acceptance)
- Other. Please specify: _____

Personal:

- Health Related (please provide doctor's note)
- Family Distress
- Career goals changed
- Other. Please specify: _____

Financial:

- Insufficient funds
- Other. Please specify: _____

I understand that withdrawal will be only completed only when this form is filled and there is no outstanding balance associated with student's account.

I understand that overdue accounts will be sent to a collection agency if arrangements for payment have not been made within 90 days of completion of the form.

I understand that this is **not a Refund Request** and that eligibility of the refund needs to be confirmed at refunds.torontosom.ca

I confirm that I have read, fully understand and agreed to [TSoM's Withdrawal Policy](#).

Student Signature _____ Date _____