

# 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 Policy

- 2.1 Students who wish to withdraw from their program of study may initiate a withdrawal request by visiting the MyTSoM [Student Portal](#) and completing the Withdrawal Form (in the Academic Section).
- 2.2 All international students who wish to withdraw must complete an online Withdrawal Form through MyTSoM [Student Portal](#) (in the Academic Section). International students must provide proof of the reason for withdrawal such as a 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- 2.3 All module/papers registered and withdrawn after the appropriate registration deadline are counted as attempts.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](http://www.torontosom.ca/students/policies).

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