

WITHDRAWAL REQUESTS

TRANSFER REQUESTS



There will be a \$50.00 fee for all withdrawal or course transfer requests

Course Withdrawal

There is a \$50.00 administration fee for withdrawals

- **Students who withdraw** will receive a "W" as a mark in the withdrawn course.
 - This is the Ministry of Education "mark" for a student who withdraws from a course after a specified date
 - The Ministry of Education Transcript does not include courses that a student has either failed or withdrawn from
 - The "W" mark will show on the home school record
 - This informs the school that the student attempted a course but withdrew prior to the end of the course
 - Withdrawals will only be processed when the completed withdrawal form has been received
 - Students must complete and submit the withdrawal request form to receive a refund

[Click here to complete a course withdrawal request](#)

- Print and scan the completed form
- Attach the scanned form to an email and send to summer@sd44.ca
 - A confirmation email will be sent to confirm withdrawal
- Refunds will be processed within 10 business days

Course Transfer

There is a \$50.00 administration fee for transfers

[Click here to complete a course transfer request](#)

- Print and scan the completed form
- Attach the scanned form to an email and send to summer@sd44.ca
 - A confirmation email will be sent to confirm transfer
- Summer Learning Course transfer requests are *not* guaranteed