



FLEXIBLE LEARNING PROGRAM – INTERNATIONAL STUDENT REQUEST TO WITHDRAW

International Student Centre
E international_flex@bcit.ca T 604-432-8816

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT by email international_flex@bcit.ca.

BCIT Student ID Number A0	Family Name	First Name	English Name
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WITHDRAWAL AND REFUND REASON

Reason <input type="radio"/> Changing program <input type="radio"/> Study permit denial <input type="radio"/> Going to different school <input type="radio"/> Other – Specify:	If you have self-registered for courses, you will need to take action to drop/withdraw your course registration(s) by filling out and submitting the Flexible Learning Course Withdrawal form along with this form. Additional Comments
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REFUND INFORMATION

Mail refund cheque to the following address (ensure the mailing address matches the information on your myBCIT account)
Refund Amount (Office Use Only)

FLYWIRE

Payments received by Flywire will be refunded through Flywire.

TRANSFER OR WITHDRAWAL

Please refer to your original letter of acceptance for Flexible Learning to review your applicable deadlines. All requests for withdrawals or transfers must be submitted to BCIT International Student Centre (ISC). You are responsible for transferring or dropping your course registration according to **BCIT's refund and withdrawal policy for Flexible Learning courses**.

PROCESSING TIME

Processing times may vary based on the volume of requests submitted, time of the year, and other factors.

DECLARATION

I have read and accept responsibility for understanding all the information contained on this form. I declare to the best of my knowledge that all information I have submitted on this form is true and correct. I agree to adhere to the policies and procedures of BCIT.

Student Signature	Date
Flexible Learning Staff	Date