



INTERNATIONAL STUDENT ENTRY PROGRAM (ISEP) – REQUEST TO WITHDRAW

International Student Centre

555 Seymour Street Unit 782, Vancouver, BC, Canada V6B 3H6

E isepinfo@bcit.ca

Building DTC-782

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.

BCIT Student ID Number AO	Family Name	First Name	English Name
-------------------------------------	-------------	------------	--------------

WITHDRAWAL AND REFUND REASON

Reason	
<input type="checkbox"/> Going to follow up program <input type="checkbox"/> Withdrawal from specific courses (please specify in box)	Additional Comments
<input type="checkbox"/> Study permit denial	
<input type="checkbox"/> Not returning to ISEP	

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

All requests for withdrawals or transfers must be submitted to BCIT International Student Entry Program (ISEP). All withdrawals are subject to BCIT ISEP tuition fee schedule and refund policies.

REFUNDS AND DEADLINES

Please refer to the BCIT ISEP tuition fee and refund policy.

IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA (IRCC)

International students holding a study permit issued by Immigration, Refugees and Citizenship Canada (IRCC) must meet the conditions of their study permit at all times. Your withdrawal from the ISEP program may impact your student status in Canada. It is your responsibility to notify IRCC of any changes that may impact your status and learn about your next steps as a temporary resident in Canada.

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
ISEP Admission	Date