

# 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; a return ticket to their home country; a doctor's note, etc.
- 2.3 All module/papers registered in and withdrawn from after the appropriate registration deadline are counted as attempts. Also, the non-attendance of a module/paper is not considered a withdrawal.
- 2.4 All students wishing to withdraw from the Toronto School of Management are encouraged to attend a withdrawal interview conducted by the student retention officer. The interview will allow our student retention officer to clarify what your next steps should be so that you remain in Canada in compliance with your study permit. If needed, we will refer you to a RCIC certified immigration consultant for additional advice. Additionally, the student retention officer will expedite the certification of your withdrawal when all conditions are met.
- 2.5 Once the conditions of your withdrawal are met, the student retention officer will provide instructions on how to initiate the refund process.
- 2.6 If a student does not withdraw from a module/paper they registered in after the 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 your Study Permit, which was initially issued to study with Toronto School of Management (“TSoM”), a Designated Learning Institution (“DLI”).

Withdrawal from the program in which you were enrolled will result in a failure to comply with the conditions of your study permit, as stipulated in Section 221 of the Immigration and Refugee Protection Regulations (“IRPR”), and hence you will no longer be in compliance with 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 that 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).
- 4.2 Students who wish to obtain a refund from their program of study may initiate a withdrawal request by visiting the [MyTSoM Student Portal](#) and completing the refunds Form (in the Academic Section). The refunds link will appear when the student retention officer certifies and approves of your withdraw request. The refunds link will not appear if the withdrawal process is not complete.

*Last Updated: March 25, 2022*