



VCC International

WITHDRAWAL OF ENROLMENT LETTER

– REQUEST FORM

Students requesting a Letter of Withdrawal of Enrolment are required to submit this completed request form and a receipt of payment by email to ieadmissions@vcc.ca. If you have a Hold on your account, your letter will not be issued until the hold has been resolved.

\$15.00

Withdrawal of Enrolment letter can be issued upon request to student who have not graduated from their post-secondary program at VCC. This includes students who withdrew from their program or completed coursework without officially graduating and receiving an accredited post-secondary level credential. To proceed with issuing the letter, a \$15.00 fee and a receipt of payment are required. Please note that without the payment receipt, the request will not be processed. VCC accepts [payment](#) in cash, via Credit Card through [Flywire](#), and Online banking. Please ensure that all fees associated with registration for **the latest registered term** have been paid in full.

Check www.vcc.ca/international/current-students/resources/forms/ for the most updated processing times.

PLEASE PRINT CLEARLY

Date of Request: _____

Email letter to: _____
(your email address)

CONTACT INFORMATION:

000 _____ Date of Birth _____ / _____ / _____
Student Number _____ VCC Program _____ Month Day Year

_____ Family Name _____ First Name _____ Telephone Number _____

_____ Suite (Apt) # _____ Street _____ City _____ Postal Code _____

I confirm that I have [updated the above contact information](#) (mailing address, phone number and email address) on my [myVCC](#) account, and understand that missing or inconsistent information may result in a delay of letter issuance.

**Please note we do not issue invitation letters to facilitate students' families visit to Canada. For information how to write an invitation letter please visit www.vcc.ca/international*