

Office of the Registrar

Room E1012, 1001 Fanshawe College Blvd., P.O. Box 7005
London, Ontario, Canada N5Y 5R6
Telephone: 519 452-4277
www.fanshawec.ca



Monday, Tuesday, Thursday 8:30 a.m. – 9:00 p.m. • Wednesday 9:30 a.m. – 9:00 p.m. • Friday 8:30 a.m. – 4:00 p.m. • Saturday 9:00 a.m. – 12:30 p.m.

Cancelling Your Registration

We understand that personal circumstances change. If for any reason you are unable to attend Fanshawe, contact the **Office of the Registrar** immediately. If you do not start classes or if you stop attending classes without notifying the Office of the Registrar, your registration will still be active and you will owe full fees for the term.

Why is it important to let us know?

Most students who notify the Office of the Registrar before the tenth day of classes are eligible for a partial fee refund. If you are requesting a refund from other departments such as Parking (Lockers) and the Bookstore (Campus Meal Plan), please contact the department directly.

If we do not receive notification of your intention to cancel your registration, you will owe full fees for the term.

Before the start of classes, cancel your registration by:

- Fax using this form - 519-453-5021
- E-mail - registrar@fanshawec.ca (please include your name, student number and program)
- Mail this form to the Office of the Registrar at the above address.
- In person at the Office of the Registrar, Room E1012.

If you are faxing or mailing this form, please complete the section below:

I will not be attending Fanshawe College for the _____ term.
(Fall, Winter, Summer)

Student Number: _____

First Name: _____ Last Name: _____
(Please print)

Program: _____ Level: _____

Signature _____ Date _____

After the Start of Classes

Once classes have started, **you must complete an official withdrawal form**. Please contact the Office of the Registrar at 519-452-4277 if you need information regarding withdrawal and fee refund deadlines.