THE CANADIAN PAYROLL ASSOCIATION | CPA ACP | L'ASSOCIATION CANADIENNE DE LA PAIE

WITHDRAWAL REQUEST

Student Name: _____

CPA Number: | | | | | | | _____

I request permission to withdraw from the CPA's payroll course:

- ☐ **Payroll Compliance Legislation**
- ☐ **Payroll Fundamentals 1**
- ☐ **Payroll Fundamentals 2**
- ☐ **Introduction to Payroll Management**
- ☐ **Applied Payroll Management**

No refund will be issued if a completed Withdrawal Request form is not received by the CPA by the required deadline.

Refunds from the CPA are subject to a withdrawal fee of $150.00, plus applicable taxes. Students must destroy their course materials upon course withdrawal.

Signature: **Date:**

To notify the CPA of intent to withdraw please submit a copy of this form by the withdrawal deadline.

Fax : 416-487-3384

For assistance email: certification@payroll.ca

Please destroy all course materials received.

Withdrawal deadlines

- For CPA online and classroom/blended classroom courses: Withdrawal Request forms must be received at the CPA office prior to the end of the third week of a course.
- For Career College online courses: Withdrawal Request forms must be received at the CPA office prior to the mid-term exam date.