



WITHDRAWAL REQUEST

Student Name: _____

CPA Number:

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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

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.