



DROP COURSE REQUEST

STUDENT DATA (please print)

Student Name: _____

CPA Number: _____

I request permission to drop the payroll course:

COURSE TITLE (choose one course)

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

Signature: _____

Date: _____

Complete this form if you elect to drop a course after the withdrawal deadline in order to have the course marks removed from your official transcript. This will still count toward the maximum 3 attempts permitted for any PCP, CPM courses.

Once this form has been submitted, any request to have the course added back will not be accommodated. No refund will be issued for drop courses.

Email your completed form to: certification@payroll.ca, or fax to 416-487-3384

Drop course deadlines

- For PCP online, classroom/blended and Private College courses: Not later than 3 business days after the midterm exam date.
- For CPM online and classroom courses: By the end of the sixth week.