



Withdrawal Request Form

STUDENT DATA (please print)

Student Name: _____

CPA Number: _____

I request permission to withdraw from 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: _____

Refunds from the CPA are subject to a withdrawal fee of \$150.00, plus applicable taxes. To notify the CPA of your intent to withdraw, please submit a copy of this form by the withdrawal deadline.

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

Please destroy all course materials received

Withdrawal deadline

- For online and classroom/blended 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 midterm exam date.