



Withdrawal of Enrolment Letter Request

If you are writing on this form, ensure you print clearly.

Upload the request form through [myVCC](#): choose **myServices**, and in the **International Students** tile, click on **Upload Documents**.

[Check letter processing time](#) and [view instructions for uploading documents at myVCC](#)

Personal Information

VCC Student Number:

VCC Program:

Last name (family name):

First name (given name):

Canadian/local home address:

Phone Number:

Date of Birth:

Email Address (for this email to be sent):

☐ I confirm I have [updated the above contact information](#) (mailing address, phone number and email address) on my [myVCC](#) account, and understand that missing or inconsistent information may result in a delay of letter issuance.

Acknowledgement

By signing this letter request, I confirm that I have read and understood all of the following.

- A charge of **\$15.00** is required to process this letter request. Pay at VCC in cash, via Credit Card online through [Flywire](#), or Online banking. Include the payment receipt with this payment request.
- Withdrawal of Enrolment Letter can be issued upon request to students who have not graduated from their post-secondary program at VCC. This includes students who withdrew from their program or completed coursework without officially graduating and receiving an accredited post-secondary level credential.
- If I have a **Hold** on my account, the letter will not be issued until the hold has been resolved.
- All fees associated with registration for the **latest registration term** must be paid in full.

Student Signature: _____