

APPLICATION TO WITHDRAW

This application form is used to request to withdraw from the CPLLED Program. This form is used by a student who has already commenced the CPLLED Program and is not requesting a deferral. Please read and follow the attached instructions to avoid delay or rejection of your application.

Student Information	
Last Name	First Name
Email	Phone

Request
I request to withdraw from the CPLLED Program effective [YYYY-MM-DD]:

Reason for Withdrawal	Important – Please Read
I request to withdraw for the following reasons: <i>(optional)</i>	<p>A student who withdraws is deemed to have attempted the CPLLED Program. Rule 63(2) provides that a student who has not successfully completed the CPLLED Program after attempting to do so a second time (a) is deemed to have demonstrated incompetence; (b) may not repeat the CPLLED program; and (c) will have their registration as a student-at-law terminated.</p> <p>If your request to withdraw is due to an illness/medical condition, religious conviction, domestic affliction/bereavement, or other special or unusual circumstance, you may have grounds to support an <i>Application for a Deferral</i>. Please contact the Legal Education Society of Alberta for details.</p>
Additional Information (attach a separate sheet if required):	

I confirm that I have read and understood the instructions and requirements of this form and that all the information and documentation provided in support of this application are accurate and true. Further, I authorize the Legal Education Society of Alberta and the Law Society of Alberta to contact those who have provided documentation submitted in support of this application.

Student Signature	Date [YYYY-MM-DD]
-------------------	-------------------

Decision (Office Use Only)	
<input type="checkbox"/> Approved effective:	
Modules to which the student was provided access prior to effective date of withdrawal: <input type="checkbox"/> OA <input type="checkbox"/> IA <input type="checkbox"/> Neg <input type="checkbox"/> LRW <input type="checkbox"/> DP <input type="checkbox"/> DC <input type="checkbox"/> WAA <input type="checkbox"/> PM <input type="checkbox"/> EP	Tuition refund (if any): <input type="checkbox"/> Tuition not paid <input type="checkbox"/> Full refund: \$ _____ paid to: ___ Student ___ Firm <input type="checkbox"/> Partial refund: \$ _____ Method of refund: ___ Cheque ___ Credit Card
Other Comments (attach a separate sheet if required):	
Director Signature	Date

INSTRUCTIONS FOR COMPLETING AN APPLICATION TO WITHDRAW

Please read and follow these instructions to avoid delay or rejection of your application.

General Information

1. **Application to Withdraw.** A student who wishes to withdraw from the CPLED Program may apply to the Director of CPLED Alberta. For a student who has not yet commenced the CPLED Program, an *Application to Withdraw* is not required; the student may simply request to cancel their registration.
2. **Tuition Refund.** A student who withdraws from the CPLED Program is eligible for a *pro rata* refund of tuition. The tuition refund is calculated based on the number of modules (out of 10) to which the student has not yet been provided access. Other fees (such as late registration fees) are non-refundable.
3. **Effect of Withdrawing.** If a student commences the CPLED Program (i.e. receives access to any module's materials, learning exercises, or competency evaluation) and thereafter chooses to withdraw from the CPLED Program, the student has attempted the CPLED Program. If a student re-applies to the CPLED Program in a subsequent year, the student must repeat the entire CPLED Program, unless the Law Society of Alberta directs otherwise.
4. **Decision.** The Legal Education Society of Alberta will notify you of the Director's decision by email within 10 business days of receipt of a completed *Application to Withdraw*.

Instructions for Completing an Application to Withdraw

1. Complete the application in full.
 - (a) **Student Information.** Complete the Student Information section, including an email and phone number at which to contact you if further particulars are required. For official correspondence, the Legal Education Society of Alberta uses the current contact information on file. If your contact information has changed, contact the Legal Education Society of Alberta's Student Coordinator as soon as possible.
 - (b) **Request.** Identify the effective date of your requested withdrawal from the program. The effective date of the withdrawal determines tuition refund eligibility.
 - (c) **Reason for Withdrawal.** Identify the reason for your request to withdraw. If you are withdrawing for reasons that would constitute grounds for a deferral (i.e. serious illness or extraordinary circumstances beyond your control), contact the Student Coordinator for information about an *Application for a Deferral*.
 - (d) **Signature.** Sign the application either digitally or in writing to confirm that you have read and understood the instructions and requirements of the form and that all the information and documentation provided in support of the application is accurate and true.
2. Submit the application form to the Legal Education Society of Alberta, Attn: Student Coordinator at 2610, 10104-103 Avenue, Edmonton, Alberta, T5J 0H8 or by email to craig.edhart@lesa.org.