

Western Continuing Studies

Late Arrival Request

If a student is unable to be in Canada to begin class on the scheduled start day, they can request a late arrival. A late arrival will only be allowed up to 13 calendar days from the first day of the term. Students will be **removed** from the program if they are not in London, Ontario and attending class after the 13th calendar day after the start of the term.

Name
Email
Student #

Expected arrival date

Reason for request (include supporting documentation with this form submission where applicable).

I will access each of my online course sites (owl.uwo.ca) regularly to complete work remotely prior to my arrival in Canada

I am responsible and will accept any missed participation marks during my absence from class

I will contact my instructors to make up any missed work, if possible, and if there is not an avenue to make-up that work, I will accept the loss of marks for that work.

I will inform postdegree@uwo.ca of my arrival in Canada

If I am unable to arrive in Canada to attend class by the 13th calendar day after the first day of term, I am responsible for informing postdegree@uwo.ca

Visa Delay/Refusal

If a student receives a visa refusal or if their visa is not yet processed by the 13th day after the first day of the term, to receive a refund of the tuition deposit, it is the student's responsibility to provide the visa refusal letter or a dated screenshot of their IRCC account, indicating the current status of their visa application. If the student does not provide this documentation, they will not receive a refund of the tuition deposit.

For other tuition refunds, students can refer to the tuition refund schedule available in the student OWL information site.

I understand and agree to the above policy stipulations

Student Name/Signature

Date