

## North America Withdrawal Policy

OIEG Oxford International Education Group

Name of Institution

**7<sup>th</sup> February 2022**

**4<sup>th</sup> November, 2024**

**Withdrawal Policy**

Name of Policy

Effective Date

Revision Date

At Oxford International Education Group – North America, if a student decides they are unable to continue with classes, they must officially withdraw. Official withdrawals are effective as of the date they are received in writing by the Director of Studies or School Director.

If a student is unable to present their withdrawal in person or via VLC, they may confirm their withdrawal request via the email account they provided on their application form. Our refund policy will apply to all withdrawal requests.

Withdrawal requests must be directed to the local managing team of each Oxford International North America campus:

	<b>School phone number</b>	<b>1<sup>st</sup> contact</b>	<b>2<sup>nd</sup> contact</b>
<b>Halifax</b>	+1 (902) 491 - 1526	<b>Director of Studies:</b> Gareth Jenkins gjenkins@oxfordinternational.com	<b>School Director:</b> Katie Christie kchristie@oxfordinternational.com
<b>Toronto</b>	+1 (416) 542 - 1626	<b>Director of Studies:</b> Byron Chan bchan@oxfordinternational.com	<b>School Director:</b> Kelly Rooney krooney@oxfordinternational.com
<b>Vancouver</b>	+1 (604) 688 - 7942	<b>Academic Director:</b> Nathalia Carmo ncarmo@oxfordinternational.com	<b>VP of Language Programs:</b> Alex Dolata adolata@oxfordinternational.com
<b>New York</b>	+1 (212) 967 - 9927	<b>Director of Studies:</b> Jamie Grafton jgrafton@oxfordinternational.com	<b>School Director:</b> Phillip Wright pwright@oxfordinternational.com

**Vancouver (Head Office)** – 250 - 815 W Hasting St, Vancouver BC V6C 1B4 | +1 (604) 688 7942

**Toronto** 220 - 111 Peter St, Toronto ON M5V 2H1 | + 1 (416) 542-1626

**Halifax** – 1801 Hollis Street, Halifax, NS B3J 3N4 | + 1 (902) 491-1526

**New York City** - 47 West 34th 4th Floor New York City NY 10018 | +1 (646) 767-0081

[canada@oxfordinternational.com](mailto:canada@oxfordinternational.com)