

DROP COURSE REQUEST

Student Name: _____

NPI Number:

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I request permission to drop from NPI's payroll course:

- Payroll Compliance Legislation**

- Payroll Fundamentals 1**

- Payroll Fundamentals 2**

- Payroll Technology Practicum**

- Introduction to Payroll Management**

- Applied Payroll Management**

Signature:

Date:

Complete this form if you elect to drop a course after the withdrawal deadline in order to have the course marks removed from your official transcript. This will still count toward the maximum 3 attempts permitted for any PCP, CPM

Once this form has been submitted, any request to have the course added back will not be accommodated. No refund will be issued for drop courses.

Drop course deadlines

- For PCP online, classroom/blended and Private College courses:
Not later than 3 business days after the midterm exam date.

- For CPM online and classroom: By the end of the sixth week.

Fax: 416-487-3384

Email: certification@payroll.ca