

Registered Agents - Forms

Version 10

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All forms must be signed by the student. Review the [academic calendar](#) for important dates and deadlines. Send completed forms and relevant documents to international.agency@senecapolytechnic.ca

International deferral form

- This form must be submitted by day 10 of the relevant term. Only students who have paid their tuition fees may be deferred. Deferral requests are subject to program availability.

International withdraw form

- This form must be submitted by day 10 of the relevant term. New students who no longer intend to study at Seneca may request a withdrawal.

International refund form

- This form must be submitted by day 10 of the relevant term. Refund requests should be accompanied by supporting documents such as IRCC refusal letter, and may be subject to administrative fees according to the [Change of Plan](#) policy.

Application cancellation form

- If a student has already submitted an application to Seneca (by applying on their own or using another agency) and wishes to change their agency, the student's original application to Seneca must be **cancelled** and any progress made will be revoked.
- The student must reapply with their new agency, including submitting the required documentation, program selection(s) and payment of a new application fee – \$90 (CAD).
- Please submit the above form along with the new application number to gina.lombardi@senecapolytechnic.ca with the subject line "Cancellation of Application"

- Cancellation forms and agent changes are **not permitted** once a letter of acceptance has been issued to an applicant.

tags : registered-agent