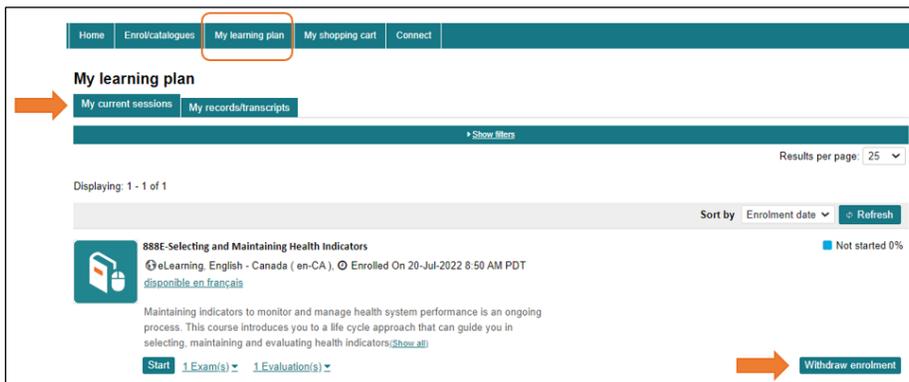


# How to Withdraw From a Course

If you have mistakenly enrolled in a course, it's easy to withdraw from it in your Learning plan.

- From the Learning Centre home page, click the **My learning plan** tab.
- Under the **My current sessions** tab, find the course you wish to withdraw from and click **Withdraw enrolment**.



You will receive an email confirming your withdrawal. A copy of the email can also be found in your Learning Centre mailbox.

## Withdrawal deadlines

- **Live web conference:** The Withdraw enrolment option will not be available within **1 day** of the start date.
- **Workshop:** The Withdraw enrolment option will not be available within **3 days** of the start date.

If you are not able to attend the live web conference or workshop you registered for and have not withdrawn from it, your enrolment status on the records/transcripts page will be **No show** after the training has been delivered.

You will be able to enrol in an upcoming session of the same course.

Need help? Got questions? Contact us at [education@cihi.ca](mailto:education@cihi.ca).

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