

Request to Withdraw from the York University Dossier Service

Please close my York University Dossier Service account. By signing this request, I acknowledge that I am the person to which the Dossier Service account is registered and that I have read and understand the Dossier Service policy regarding account closure as explained on the Dossier Service website (<http://careers.yorku.ca/students-and-new-grads/graduate/dossier-service/>). Additionally I understand that:

- All of the confidential documents in my file will be destroyed.
- The Dossier Service will not refund any outstanding balance below \$2.00.

I would like the following instructions followed in regards to the non-confidential documents in my file:

- Mail all non-confidential documents to the address listed below at the current cost of a Dossier package (if there is not enough money on my Dossier account to cover this cost, please find enclosed a cheque for the difference).
- Destroy all non-confidential documents.

Name:
(please print)

Date:

Signature:

Current
Address:

Current email:

Date request
received:
(staff use only)

Please Note: The Dossier Administrator will only accept this form if it is signed and received by mail. No emailed copies will be accepted. After the withdrawal request is received, the Dossier Administrator will send the client a confirmation via email.