OFFICE OF THE REGISTRAR

Office of the Registrar
11762 106 Street, Suite 1000
Edmonton, Alberta T5G 3H1

COURSE WITHDRAWAL FORM

Students: To withdraw from a credit course after the 75% completion mark, please complete and submit this form to your Program Leader (Chair or designate). **The student information entered on the form must match the information on the student record for validation.**

- **Important:** Some courses may require further approval from your program area before you can withdraw. Before making schedule changes, we always recommend consulting with your program area, as withdrawals may affect your program progression and future course planning.

Refunds will not be issued after the 12% course completion mark has been reached. Please also be aware that:

- **Funding students:** A withdrawal may impact your funding. Contact the Student Service Centre to learn more.
- **International students:** Withdrawing from classes may impact your full-time student status. Studying part-time may impact your eligibility for a post-graduation work permit. View eligibility.
- For extraordinary circumstances beyond a student's control (such as a critical medical condition or diagnosis), please submit a Compassionate Withdrawal Form (PDF).

Program Leader (Chair or designate): Please submit this form to the Records team in the Office of the Registrar once you have reviewed them. **Please complete all sections below:**

Student Name: (Last, First)	Student Number:	Program:
Phone Number:	**Email:**	

Reason for Withdrawal (select one):

- ☐ Personal
- ☐ Academic Difficulties
- ☐ Delivery Mode
- ☐ Dissatisfied with course content
- ☐ Financial
- ☐ Medical
- ☐ Comfort with instructor/classroom/peers
- ☐ Other (provide reason):

TERM	COURSE NAME	COURSE NUMBER

Are you funded or sponsored? ☐ Loan ☐ Grant Funded ☐ Sponsored _____
(Name of sponsoring agency)

Student Name: _____ **Signature:** _____ **Date:** _____
MM/DD/YYYY

Program Leader (Chair/Designate): _____ **Signature:** _____ **Date:** _____
MM/DD/YYYY

Protection of Privacy: your personal information is collected by NAIT pursuant to its authority under the Post-Secondary Learning Act (Alberta) and in accordance with Section 4(c) of the Protection of Privacy Act (Alberta) (POPA). NAIT will protect personal information in accordance with Section 10 of POPA. Pursuant to Sections 12 and 13 of POPA, personal information will be used and disclosed for the purposes of this form. Note that NAIT uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included for use in these automated systems. Please note that the collected personal information may be transmitted to or stored on servers outside of Canada, and that NAIT cannot guarantee protection against disclosures because of foreign laws. Should you require further information about collection, use, and disclosure of your personal information, please contact Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.