



COURSE WITHDRAWAL FORM

Students: To withdraw from a credit course after the 12% completion mark, please complete and submit this form to your Program Leader/Designate. **The email address used for submission must match the email address on the student record for validation.**

School of Business students: You may withdraw from your classes directly in your MyNAIT portal up to 74% completion mark. If you withdraw from a course on or after 75%, you must complete and submit this form.

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

- A withdrawal may impact your funding. Learn more by contacting the [Student Service Centre](#).
- **For 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: Please submit this form to the Records team in the Office of the Registrar once you have reviewed them.

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

Reason for Withdrawal (select one):

- | | |
|---|--|
| <input type="checkbox"/> Personal | <input type="checkbox"/> Comfort with instructor/classroom/peers |
| <input type="checkbox"/> Academic Difficulties | <input type="checkbox"/> Other (provide reason): |
| <input type="checkbox"/> Delivery Mode | |
| <input type="checkbox"/> Dissatisfied with course content | |
| <input type="checkbox"/> Financial | |
| <input type="checkbox"/> Medical – COVID-19 | |

TERM	COURSE NAME	COURSE NUMBER

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

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

Program Leader/Designate: _____ **Signature:** _____ **Date:** _____
MM/DD/YY