OFFICE OF THE REGISTRAR

Office of the Registrar
11762 106 Street NW, Suite 1000
Edmonton, Alberta T5G 3H1
Phone: 780.471.6248 Toll Free: 877.333.6248
Fax: 780.471.8490

PROGRAM REACTIVATION REQUEST FORM

PROGRAM REACTIVATION REQUESTS MUST BE SUBMITTED WITHIN TWELVE (12) MONTHS FROM THE DATE OF THE STUDENT'S WITHDRAWAL FROM THE SAME PROGRAM.

The program reactivation process is designed for students who have withdrawn from their program and wish to continue their studies in the same program. The following criteria must be met before a reactivation application can be considered:

- Students can only be reactivated to the same program from which they withdrew.
- A student cannot be active in another NAIT program (with the exception of Open Studies).
- Students must submit the reactivation request form **within 12 months** from the date of their withdrawal.
- If the student was withdrawn by the program for **Academic Standing** reasons, the student must meet any applicable conditions outlined at the time of withdrawal before readmission. The form must be reviewed and signed by the program leader and sent to the Registrar's Office **directly** from the program.
- Reactivated students must follow all deadlines including the applicable enrolment and tuition payment deadlines.
- Reactivation is dependent on the availability of the courses that the student needs.

For more information, please refer **section 3.3** of the AD 2.4 Cancellation and Withdrawal procedure (pdf).

Part A – STUDENT INFORMATION

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

Proposed return date: _____
MM/DD/YYYY

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

NOTE: If you're seeking reactivation into one of the following programs and you were not withdrawn from your program for Academic Standing reasons, you do not need program approval and can skip Part B:

Academic Upgrading
Applied Financial Services
Bachelor of Business Administration
Bachelor of Technology
Business Administration
Personal Fitness Trainer

Part B – PROGRAM APPROVAL – To be completed by the Program Leader

*Please ensure **ALL** sections below are completed*

Has the student completed the necessary requirements to be reactivated into the program? ☐ Yes ☐ No
If yes, please list the requirements below:

Has the student been informed of the requirements they must meet to continue their program? ☐ Yes ☐ No
If yes, please list the requirements below:

Please review the student's remaining program requirements and complete the table below, indicating whether they can be completed within the completion timelines in AD 2.3 Graduation Procedure (pdf).

Number of Outstanding Courses/Requirements	Maximum Expected Time to Complete (DD-MM-YYY)	Can the student reasonably complete these requirements within this timeline?
		☐ Yes ☐ No*
Additional notes *(if needed):*		

If "No" is selected in the last column above, a **Time to Complete Extension form must be completed and submitted with the reactivation package.*

Approved Returned Intake (e.g., Fall 2027): _____

Program Leader/Designate Name: _____

Signature _____ **Date:** _____

Signature MM/DD/YY

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.

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HOW TO SUBMIT:

If program approval is not required:

Student:

- Complete part A and leave part B blank. Scan a copy of your completed form and submit using the **Contact Form**. Select the ***Form Submission*** tile, then select ***Program Reactivation Form.***

If program approval is required:

Student:

- Complete part A and submit the form to your program office.

Program Leader: Complete Part B and forward approved request forms directly to the Records team in the Office of the Registrar on the student's behalf for processing.

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