



## PROGRAM RE-ADMIT REQUEST FORM

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

The program re-admit process is designed for students who have withdrawn from their program and wish to resume their studies. The following criteria must be met before a re-admit application will be considered:

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- If the student was withdrawn by the program for **Academic Standing** reasons, the student must meet any applicable conditions outlined at the time of withdrawal before re-admission.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

For more information, please refer section 3.3 of NAIT's [Cancellation and Withdrawal procedure](#).

### Part A – STUDENT INFORMATION

<b>Student Name: (Last, First)</b>	<b>Student Number:</b>	<b>Program:</b>
<b>Phone Number:</b>	<b>Email:</b>	

**Proposed return date:** \_\_\_\_\_  
MM/DD/YY

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature MM/DD/YY

**NOTE: If you're seeking re-admission into one of the following programs and you were not withdrawn by your program for Academic Standing reasons, you do not need program approval and can skip part B:**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

Has the student completed the necessary requirements to be re-admitted 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:

Approved Returned Intake (e.g., Fall 2025): \_\_\_\_\_

Program Leader/Designate Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Signature MM/DD/YY

### 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 “Form Submission” tile and then select “Program Re-Admit 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.