



OFFICE OF THE REGISTRAR

Office of the Registrar
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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The program re-admit process is designed for students who have withdrawn from their program and wish to resume their studies.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- If the student was withdrawn by the program for Academic Standing reasons, the student must meet any applicable conditions outlined at the time of withdrawal before re-admission.
- 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

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

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NOTE: If you're seeking re-admission into one of the following programs and you were not withdrawn by your program for Academic Standing reasons, you do not need program approval and can skip part B: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

Collection and Use of Personal Information: The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta), and is needed to process your request. It will also be used to update your contact information for the Registrar's database and the Alumni database. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.

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 2022): _____

Program Leader/Designate Name: _____

Signature _____ Date: _____
Signature MM/DD/YY

HOW TO SUBMIT:

If program approval is not required:

Student:

1. Complete part A and leave part B blank. Scan a copy of your completed form and submit using the [Contact Form](#). Select “Submitting a Form” as the topic and select “Program Re-Admit Form” as the subcategory.
2. Monitor your MyNAIT portal and pay the re-admit fee of \$100 by the posted deadline.

If program approval is required:

Student:

1. Complete part A and submit the form to your program office.
2. Monitor your MyNAIT portal and pay the re-admit fee of \$100 by the posted deadline.

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.