



PROGRAM WITHDRAWAL FORM

Students: To withdraw from your credit program on or after the start of your first class, 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.**

If the student was in good standing at the time of withdrawal and has successfully completed at least one term of study in the program they withdrew from, they may return to the program by submitting a Program Re-Admit Form within 12 months from the date of their withdrawal. Re-admission is dependent on the availability of the courses that the student needs. For more details, please refer to section 3.3 of NAIT's [Cancellation and Withdrawal Procedure \(pdf\)](#).

Program Leader: Once you have reviewed and completed this form, please submit to the Records team in the Office of the Registrar.

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

Reason for Withdrawal (select one):

- | | |
|---|--|
| <input type="checkbox"/> Personal | <input type="checkbox"/> Dissatisfied with program content |
| <input type="checkbox"/> Medical (not COVID-19 related) | <input type="checkbox"/> Comfort with instructor/classroom/peers |
| <input type="checkbox"/> Medical (COVID-19 related) | <input type="checkbox"/> Transferred to another Institution |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Non-Attendance | <input type="checkbox"/> Other (provide reason): |
| <input type="checkbox"/> Academic Difficulties | |

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

Student Declaration:

This is to certify that all sums owing to NAIT have been paid and all NAIT property on loan to me has been returned. I hereby apply for any refund to which I may be entitled under NAIT regulations.

Student Signature: _____ **Date:** _____

Program Leader/Designate Name: _____

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