



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 (Chair or designate). **The student information entered on the form must match the information 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](#).

Approved program withdrawals will result in immediate withdrawal from enrolled courses. For requests submitted before the drop deadline, the student or program must drop all current and future courses. If the student wishes to complete their current term courses, the program must wait to submit this form to the Registrar's Office until after final grades are posted.

For international students: Withdrawing from your program may impact your ability to meet your study permit conditions. [View study permit conditions](#).

Program Leader (Chair or designate): 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):

- Personal
- Medical
- Employment
- Non-attendance
- Required to withdraw due to academic difficulties
- Dissatisfied with program content
- Comfort with instructor/classroom/peers
- Transferred to another institution
- Financial
- Other (provide reason):

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 (Chair or designate) Name: _____

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