

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 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 <u>Cancellation and Withdrawal Procedure (pdf)</u>.

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):		
☐ Personal ☐	☐ Dissatisfied with program content	
☐ Medical (not COVID-19 related) ☐	Comfort with instructor/classroom/peers	
Medical (COVID-19 related)	Transferred to another Institution	
☐ Employment	☐ Financial	
Non-Attendance	Other (provide reason):	
☐ Academic Difficulties		
Are you funded or sponsored?		
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:	D	ate:
Program Leader/Designate Name:		
Signature		Date:
Signature	9	MM/DD/YY

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 Program Withdrawal Form. It will also be used to update your contact information for the Registrar's data base and the Alumni data base. 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.