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</u>.

For international students: Withdrawing from your program may impact your ability to meet your study permit conditions. <u>View study permit conditions</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 C	J Financial		
□ Non-Attendance □	Other (provide reason)	:	
Academic Difficulties	, , , , , , , , , , , , , , , , , , ,		
Are you funded or 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:	D	ate:	
Program Leader/Designate Name:			

Signature ____

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.

Signature

Date:

MM/DD/Y