OFFICE OF THE REGISTRAR

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 (Chair or designate). **The student information 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 Reactivation Form within 12 months from the date of their withdrawal. Reactivation 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 (AD 2.4).

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.

- **International students:** Withdrawing from your program may impact your ability to meet your study permit conditions. View study permit conditions.
- **Funded students:** A withdrawal may impact your student funding. Contact the Student Service Centre to learn more.

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**. Please complete all sections below:**

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

Reason for Withdrawal (select one):

- ☐ Personal
- ☐ Medical
- ☐ Employment
- ☐ Non-attendance
- ☐ 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/YYYY

Protection of Privacy: your personal information is collected by NAIT pursuant to its authority under the Post-Secondary Learning Act (Alberta) and in accordance with Section 4(c) of the Protection of Privacy Act (Alberta) (POPA). NAIT will protect personal information in accordance with Section 10 of POPA. Pursuant to Sections 12 and 13 of POPA, personal information will be used and disclosed for the purposes of this form. Note that NAIT uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included for use in these automated systems. Please note that the collected personal information may be transmitted to or stored on servers outside of Canada, and that NAIT cannot guarantee protection against disclosures because of foreign laws. Should you require further information about collection, use, and disclosure of your personal information, please contact Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.