

# PROGRAM WITHDRAWAL NOTICE FORM

## PERSONAL INFORMATION

<b>STUDENT ID NO.:</b> _____	<b>FAMILY (LAST) NAME:</b> _____	<b>FIRST NAME:</b> _____	<b>MIDDLE NAME:</b> _____
<b>PROGRAM:</b> _____		<b>TERM:</b> <input type="radio"/> FALL <input type="radio"/> WINTER <input type="radio"/> SPRING/SUMMER <b>YEAR:</b> _____	
ARE YOU AN INTERNATIONAL STUDENT? <input type="radio"/> YES <input type="radio"/> NO			

## WITHDRAWAL

Reason for withdrawal:

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By submitting and signing this form, you are forfeiting your seat in your program. Reinstatement is not possible. If you intend to return, you will be required to submit a new application and meet the applicable admission requirements. Withdrawal will be processed effective the date this form is received at the Office of the University Registrar.

*\*Required*

SIGNATURE - STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

## PROGRAM CONSULTATION

Students are encouraged to discuss withdrawals with their program Advisor or Department Chair.

Program Comments:

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SIGNATURE - DEPARTMENT CHAIR/DESIGNATE: \_\_\_\_\_ DATE: \_\_\_\_\_

## INTERNATIONAL STUDENTS ONLY

International students are encouraged to discuss withdrawals with an international student advisor to ensure they are aware of the impacts withdrawing may have on their study permit compliance and/or future immigration program eligibility. Refunds, if applicable, will be processed according to the Refund of Tuition and Student Fees Policy.

International students must inform Immigration, Refugees and Citizenship Canada (IRCC) if they are transferring Designated Learning Institutions (DLI). This can be done through the myCIC portal.

SIGNATURE - INTERNATIONAL ADVISOR: \_\_\_\_\_ DATE : \_\_\_\_\_ *\*Required* SIGNATURE - STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

## OFFICE USE ONLY

RECORDS - PROCESSED BY : _____	CURRENT TERM: BALANCE DUE: \$ _____	<input type="radio"/> OWING <input type="radio"/> REFUND <input type="radio"/> N/A
DATE PROCESSED: _____	REFUND: \$ _____	FEES PROCESSED BY: _____
	TOTAL BALANCE: \$ _____	DATE PROCESSED: _____

### PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at [privacy@macewan.ca](mailto:privacy@macewan.ca)