

## REQUEST FOR A COURSE WITHDRAWAL: FALL or SPRING SEMESTER

Requests to drop from courses after the add/drop period are termed **withdrawals** and are not eligible for tuition refunds. **If you want to withdraw from ALL of your courses for the semester, please complete the Request for Withdrawal from All Courses form.**

| DEADLINE TO SUBMIT WITHDRAWAL REQUEST | REFUND/GRADING POLICY         |
|---------------------------------------|-------------------------------|
| After the semester add/drop deadline  | → No refund, W grade assigned |
| After the withdrawal deadline         | → No refund, F grade assigned |

Non-attendance does not indicate withdrawal. Failure to submit a withdrawal request will result in an F grade being assigned with no refund issued. Students on financial assistance (i.e. student loan) who are dropping to less than 9 credits should see the Financial Awards Advisor to discuss the implications to their student assistance eligibility.

### STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_ Email: \_\_\_\_\_

Currently receiving Financial Aid (example: student loan, scholarship, etc.)? **Circle one:** NO YES\*

\*(If you are receiving aid, see Financial Aid + Awards or email [finawards@ecuad.ca](mailto:finawards@ecuad.ca) before submitting your withdrawal request.)

### COURSE INFORMATION

| COURSE CODE<br>(i.e. AHIS-200) | SECTION<br>(i.e. F001) | COURSE NAME | INSTRUCTOR'S NAME |
|--------------------------------|------------------------|-------------|-------------------|
|                                |                        |             |                   |
|                                |                        |             |                   |
|                                |                        |             |                   |

### MAIN REASON FOR WITHDRAWAL (CHECK ONE)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Family Circumstances | <input type="checkbox"/> Physical                          | <input type="checkbox"/> Course too challenging        |
| <input type="checkbox"/> Financial            | <input type="checkbox"/> Conflict with instructor          | <input type="checkbox"/> Course not challenging enough |
| <input type="checkbox"/> Emotional            | <input type="checkbox"/> Course does not meet expectations | <input type="checkbox"/> Need to lighten course load   |

Other, please specify: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Financial Services

Tuition Refund:  No  Yes