

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 before submitting your withdrawal request.)

COURSE INFORMATION

COURSE CODE (i.e. AHIS-200)	SECTION (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