



RECORDS, REGISTRATION + ADVISING  
T 604 844 3876 · F 604 844 3089  
reghelp@ecuad.ca

## UNDERGRADUATE REQUEST FOR WITHDRAWAL FROM ALL COURSES: FALL or SPRING SEMESTER

Requests to drop all courses for the semester are termed withdrawals and are subject to the following refund/grading policies.

DEADLINE TO SUBMIT WITHDRAWAL REQUEST	REFUND/GRADING POLICY
Before the end of the semester add/drop deadline →	75% refund, W grade assigned
After the semester add/drop deadline →	No refund, W grade assigned
After the withdrawal deadline →	No refund, F grade assigned

\*Specific deadline dates can be found on the Academic Schedule on the Emily Carr Connect website: [connect.ecuad.ca/student-services/schedule](http://connect.ecuad.ca/student-services/schedule)

Non-attendance does not indicate withdrawal. Failure to submit a withdrawal request will result in an **F grade** being assigned with no refund issued. A complete withdrawal from the University after the withdrawal deadline will only be considered upon submission of supporting documentation. Students on financial assistance (i.e. student loan) should see the Financial Awards Advisor to discuss the implication of a withdrawal while on student assistance.

UPass access will be updated to reflect your status at the University. For example, if you withdraw from all fall semester courses in October, you will receive a refund for November and December UPass charges and your UPass will not be valid for those months.

### STUDENT INFORMATION

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

Semester and Year Withdrawing from: ☐ Fall 20 \_\_\_\_\_ ☐ Spring 20 \_\_\_\_\_

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

\*I am currently receiving financial aid (ie. student loans): ☐ No ☐ Yes

**\*If yes, please see Financial Aid and Awards or e-mail [finawards@ecuad.ca](mailto:finawards@ecuad.ca) before submitting this form.**

### MAIN REASON FOR WITHDRAWAL (CHECK ONE)

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

☐ Other, please specify: \_\_\_\_\_

Do you intend to return to studies at Emily Carr within the next year?

- ☐ No, please close my student program.
- ☐ Yes. If you intend to return to Emily Carr within the next year you must complete a Leave of Absence Request form.

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

### OFFICE USE ONLY

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

☐ Copy to Financial Services      Tuition Refund: ☐ No ☐ Yes      UPass Refund: # of months ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A  
Percentage Refund: \_\_\_\_\_      Transfer to Next Term ☐ or Refund any credit balance ☐

Courses Dropped: \_\_\_\_\_

Courses Withdrawn: \_\_\_\_\_