

## REQUEST FOR COURSE WITHDRAWAL FALL + SPRING SEMESTERS

Are you requesting a complete withdrawal from the University?

- Yes     **Complete the other side of this form. Do not use this side.**
- No     Please complete the information below.

### REFUND + GRADING POLICY: FALL + SPRING SEMESTERS

Withdrawal requests received:

- 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

Non-attendance does not indicate a withdrawal. Failure to submit a withdrawal request will result in an F grade being assigned with no refund issued.

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

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

Last Day of Attendance: \_\_\_\_\_

Please indicate the course(s) you wish to withdraw from:

COURSE CODE (I.E. AHIS 102)	SECTION (I.E. F001)	COURSE NAME	NAME OF FACULTY

What is your main reason for withdrawal (check one):

- |                                                                                     |                                                                                           |                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Family Circumstances<br><input type="checkbox"/> Financial | <b>Medical</b><br><input type="checkbox"/> Emotional<br><input type="checkbox"/> Physical | <b>School Related</b><br><input type="checkbox"/> Conflict with instructor<br><input type="checkbox"/> Course does not meet expectations<br><input type="checkbox"/> Course too challenging<br><input type="checkbox"/> Course not challenging enough<br><input type="checkbox"/> Need to lighten course load |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- Other: please specify reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Date: \_\_\_\_\_

### OFFICE USE ONLY

Tuition Refund:  Yes \_\_\_\_\_%

Registrar's Signature: \_\_\_\_\_ Date: YEAR: 20 \_\_\_\_ MONTH: \_\_\_\_ DAY: \_\_\_\_

**Copies to Financial Awards/Financial Services**

## REQUEST FOR COMPLETE WITHDRAWAL FROM THE UNIVERSITY FALL + SPRING SEMESTERS

(Do not complete this side unless you are withdrawing from ALL of your classes)

A complete withdrawal from the University after the official withdrawal deadline will only be considered upon submission of supporting documentation. Students on financial assistance should see the Financial Awards Advisor in order to discuss the implication of a withdrawal while on student assistance.

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### REFUND + GRADING POLICY: FALL + SPRING SEMESTERS

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### UPASS POLICY

**If you received a U Pass this semester, you must return it before your withdrawal and any refund will be processed.**

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

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

Last Day of Attendance: \_\_\_\_\_

What is your main reason for withdrawal (check one):

- Family Circumstances
- Financial

**Medical**

- Emotional
- Physical

**School Related**

- Conflict with instructor
- Course does not meet expectations
- Course too challenging
- Course not challenging enough
- Need to lighten course load

- Other: please specify reasons:

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

- No
- Yes If yes, in what semester do you intend to return?  Fall  Spring  Summer Year: 20 \_\_\_\_ \_\_\_\_

Please note that a leave from the University will only be granted for a maximum of one year

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

Date: \_\_\_\_\_

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### OFFICE USE ONLY

UPASS # \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

UPASS returned: YEAR: 20 \_\_\_\_ \_\_\_\_ MONTH: \_\_\_\_ \_\_\_\_ DAY: \_\_\_\_ \_\_\_\_

Tuition Refund:  Yes \_\_\_\_%

Yes UPASS refund:  \$30  \$60  \$90  \$120

Registrar's Signature: \_\_\_\_\_

Date: YEAR: 20 \_\_\_\_ \_\_\_\_ MONTH: \_\_\_\_ \_\_\_\_ DAY: \_\_\_\_ \_\_\_\_

**Copies to Financial Awards/Financial Services**