

## Withdrawals

There are times when a student may want to withdraw from their term or program. This may be due to any of the following reasons:

- Academic
- Financial
- Health
- Personal
- Other

There are two types of withdrawals:

- **Short-term Withdrawal** – a withdrawal from the current term or academic year
- **Official Withdrawal** – a withdrawal from a program

### Short-term Withdrawals

A student wishing to withdraw from their current term must complete a Short-term Withdrawal form and submit it to Enrollment Services and Student Fees. This must be done before the deadline for withdrawals for the current term which is posted under Important Dates in the Academic Calendar.

A place is held for the student for the next three terms, so that they may return to their studies. If they do not return within this timeframe, they are made inactive and eventually discontinued from the program and must apply for re-admission.

Steps for processing this type of withdrawal are given in the [How to Process a Short-term Withdrawal](#) job aid.

### Official Withdrawals

A student wishing to withdraw from their program must complete an Application to Withdraw form and submit it to Enrollment Services and Student Fees. This must be done before the deadline for withdrawals for the current term which is posted under Important Dates in the Academic Calendar.

The student may return to their studies by applying for re-admission.

Steps for processing this type of withdrawal are included in the [How to Process an Official Withdrawal](#).

For more details on the policy for withdrawals, refer to the current Academic Calendar.