

FRESH START WITHDRAWAL FORM

- Complete this form and obtain the signature of your Program Advisor/Chair/Director.
- Return the completed form to Enrollment Services and Student Fees (POD64) for processing.
- Refer to the 'Significant Dates' section of the current Undergraduate calendar for deadline dates to withdraw. Forms received by Enrollment Services and Student Fees (POD64) after the final date to withdraw for the specified semester will not be processed.
- Undergraduate program students who enroll in The Chang School classes and are assessed individual Chang School class fees should consult The Chang School website for appropriate deadline dates.
- If you officially withdraw you will be ineligible to continue in the Fresh Start Program. Your academic standing will return to Required to Withdraw (RTW). You will be eligible for reinstatement after the remainder of your 12 month period has lapsed.

Part 1 (a). To be completed by student

Student I.D. Number

First Name(s)

Last Name

Suite/Apt. No.

No. and Street Address

City/Town

Province/State

Postal/Zip Code

Country

Phone No. (day/cell)

Email Address

Program Name (e.g., Journalism, Business Management, etc.)

Plan/Major (e.g., Building Science, Human Resources Management, etc.)

Part 1 (b). To be completed by Student

I understand that:

- Fresh Start Withdrawal Forms require 24-48 hours for processing.
- Fee refunds (if applicable) will be processed within 30 days by the Student Fees Office (POD64).
- If I officially withdraw I will be ineligible to continue in the Fresh Start Program and all my enrollments will be dropped for the current term. My academic standing will return to Required to Withdraw (RTW). I will be eligible for reinstatement after the remainder of my 12 month period has lapsed.

Signature of Student

Print Name

Date

Part 2. To be completed by School/Department

I have discussed this withdrawal with the above-named student.

- YES
- NO

Signature of Department Representative

Print Name

Date

Part 3. To be completed by The Operations Support Unit (POD70)

- Withdrawal Complete
- Student Notified

Signature of Operations Support Representative

Date