

APPLICATION TO WITHDRAW

- Complete this form and obtain all required signatures in the order indicated. Return form along with your OneCard (student ID) to Enrollment Services and Student Records (POD-70). *Students whose academic standing is Permanent Program Withdrawal or Required to Withdraw are not required to complete this application.*
- Refer to the 'Significant Dates' section of the current Graduate and Undergraduate calendars for deadline dates to withdraw. *Forms received by Enrollment Services and Student Records after the final date to withdraw for a semester has passed will not be processed until the start of the next semester.*
- An applicable tuition refund will be processed within 30 days by the Student Fees Office and mailed to the address indicated below.
- Information on residence refunds is available from the Residence Office: 416-979-5284.
- Information on food contract refunds is available from the OneCard Office: 416-979-5000 ext. 7565.

OFFICE USE ONLY			
WITHDRAWAL CODE			

PLEASE PRINT CLEARLY

Student ID No.	Program Name (e.g. Journalism or Business Management)		
Current Term	Last Name		
First Name and Middle Name(s)		Phone No. (include area code)	
Suite/Apt. No.	No. and Street Address	City/Town	
Province/State	Postal/Zip Code	Country	

REASON FOR WITHDRAWAL _____

STUDENT SIGNATURE _____ DATE _____

1. PROGRAM DEPARTMENT (for Undergraduate student withdrawals only) *I have discussed this withdrawal with the above-named student.*

PROGRAM DEPARTMENT AUTHORIZATION _____ DATE _____

2. LIBRARY CIRCULATION DESK (2nd Floor, Library Building) *The Library has no claim against this student.*

LIBRARY AUTHORIZATION _____ DATE _____

3. STUDENT FINANCIAL ASSISTANCE (Podium, POD-59, Lower Ground Floor, 350 Victoria St.)

- Did you apply for government assistance (OSAP, other Provinces, US or TERI) in this academic year? YES NO
- Have you collected this award? YES NO
- Have you any outstanding University loans? YES NO
- Have you had a Schedule 2 or Form R signed? YES NO
- Are you an 'Out of Province' student? YES NO
- Are you an International student? YES NO
- Are you sponsored by any government or private agency? YES NO
- Do you wish Fee Refund payable to the bank/agency holding your Federal, Provincial or US loan? YES NO
- Have you received a Child Care Bursary? YES NO
- Ontario Special Bursary? YES NO
- Disabled Special Bursary? YES NO

STUDENT FEES USE ONLY			

Total Value \$ _____

Total Value \$ _____

Province _____

First \$ _____ in tuition fee refund is payable to Ryerson University in payment of the above University loan

BANK NAME AND ADDRESS

FINANCIAL ASSISTANCE OFFICE AUTHORIZATION _____ DATE _____

4. STUDENT RESIDENCE (optional - only for students living in the ILLC, Pitman Hall or O'Keefe House residences)

Do you have an outstanding debt? YES NO

RESIDENCE AUTHORIZATION _____ DATE _____

5. ENROLLMENT SERVICES AND STUDENT RECORDS (Podium, POD-70, Lower Ground Floor, 350 Victoria St.)

AUTHORIZATION (Name) _____ DATE _____