

SHORT-TERM WITHDRAWAL FORM

- Complete this form and obtain the signature of your Program Department if you are NOT planning to continue in your program at Ryerson University for the next academic year (Fall and/or Winter).
- 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 a semester will not be processed.
- **Please note:** Permanent Withdrawals must be submitted using the Application to Withdraw Form.

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.)

I am requesting to withdraw for the the following semester(s):

(Please check one or all boxes as applicable)

- Fall _____ Winter _____ Spring _____ (Part-Time Programs Only)

Part 1 (b). To be completed by Student

I understand that:

- Short-Term Withdrawal Forms require 24-48 hours for processing.
 Fee refunds (if applicable) will be processed within 30 days by the Student Fees Office (POD64).

Signature of Student

Print Name

Date

Part 2. To be completed by School/Department

I have discussed this Short-Term Withdrawal with the above-named student.

- YES
 NO

Signature of Department Representative

Print Name

Date

Part 3. To be completed by ESSF

- Short-Term Withdrawal Processed
 Student Notified

Signature of Enrollment Services and Student Fees Representative

Date