

Office Use Only	
Processed by	Date
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**Part 1: Student Information**

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Ryerson Student Number Ontario Education Number (OEN) (Optional)

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Last Name (PRINT) \_\_\_\_\_

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First Name(s) (PRINT) \_\_\_\_\_

**Career**

Undergraduate
  Continuing Education
 Graduate

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Program \_\_\_\_\_

**Part 2: Withhold Information**

Assign Hold
  Release Hold

Department requesting withhold: \_\_\_\_\_

Withhold Reason Code:

**Select Code from the list below.**

Reason Code	Description	Reason Code	Description
LAP	Learning Edge - IT Notebook	160	Media Services
256	Transfer Credit Appl Late Fee	200	Health Centre Outstanding Acct
131	Theatre School	250	FYCSO - System Clicker Device
190	SS Property Damage	VERIF	ES Outstanding Ver. Letter Fee
217	SS Housing	300	CSDC Outstanding Acct
225	Ryerson One Card	165	CCS Wireless ResNet Card
201	Outstanding Progress Report (GRAD Only)	140	Bookstore
202	Outstanding Program of Study (GRAD Only)	145	Athletics Department
220	Oakham House, Outstanding Acct		

Description of obligation (i.e., must return departmental property - value \$250): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Departmental Authorization (PRINT) Signature Date