

- Complete the Application to Withdraw Form and obtain all required signatures in the order indicated.
- Refer to the 'Significant Dates' section of the current [Undergraduate Calendar](#) for deadline dates to withdraw.
- Return completed form along with your OneCard (student ID) to the ServiceHub (POD150). Students whose academic standing is Permanent Program Withdrawal or Required to Withdraw are not required to complete this application.

Please note:

- Forms received by The ServiceHub (POD150) after the final date to withdraw for a semester has passed will not be processed until the start of the next semester.
- Refunds of any applicable fees may be requested from the Student Fees section of your Student Centre in RAMSS. Refunds require up to 15 business days for processing. For more details please go to: https://www.ryerson.ca/RAMSSsupport/ugrad_grad/student_fees/refund/ or contact the ServiceHub (POD150) at 416-979-5036.

Office Use Only

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WITHDRAWAL CODE

1. Student

Ryerson Student Number	Program Name (e.g. Journalism, Business Management, etc.)	
Current Term	Telephone Number (day/cell)	
First Name(s)	Last Name	
Suite/Apt. Number	Number and Street Address	
		City/Town
Province	Postal/Zip Code	Country
Reason for Withdrawal: _____		
Signature of Student	Date	

2. Program Department (for Undergraduate student withdrawals only)

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

Program Department Authorization	Date

3. Library Circulation Desk (2nd Floor, Library Building)

The Library has no claim against this student.

Library Authorization	Date

4. Student Financial Assistance (ServiceHub, POD150)

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	→	Total Value \$ _____
Have you any outstanding University loans?	YES	NO	→	Total Value \$ _____
Have you had a Schedule 2 or Form R signed?	YES	NO		
Are you an 'Out of Province' student?	YES	NO	→	Province _____
Are you an International student?	YES	NO		First \$ _____ in tuition fee refund is payable to Ryerson University in payment of the above University loan.
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

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Financial Assistance Office Authorization	Date

5. Student Residence (Optional - only for students living in residence)

Do you have an outstanding debt?	YES	NO		
			Residence Authorization	Date

6. Office Use Only (To be completed by the Operations Support Unit)

Processed By	Date