



# Intent to Return

Policy Reference: AC.3.1

**Student Services**  
MA211, Heritage Hall  
1301 - 16 Avenue NW  
Calgary, AB T2M 0L4  
Phone: 403.284.7248  
Toll-free: 1.877.284.7248  
Fax: 403.284.7112  
Email: records@sait.ca

Please complete sections A to D and submit to Student Services for processing

## A) Personal Information

Student ID Number \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

## B) Program Information

Program \_\_\_\_\_ Concentration \_\_\_\_\_

When did you last attend SAIT? \_\_\_\_\_ Which semester have you completed?  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

When do you intend to return to the above program?

Year: \_\_\_\_\_ Term:  Fall (Term 2) Sept - Dec  Winter (Term 3) Jan - Apr  Spring (Term 4) May - June  Summer (Term 1) July - Aug

Were you academically withdrawn from this program?  No  Yes \*(If so, please see information below under **Acknowledgement**).

## C) Acknowledgement

- This form must be completed by students who are continuing in a program after being inactive for more than one semester.
- A student must have approval from the Academic Chair in order to return to the program (the Chair will complete section D).
- If a student has taken a year or longer break from the program, he/she should consult with the program's Academic Chair to identify changes to graduation requirements.
- \*A student who returns to his/her program after having been academically withdrawn will return on academic probation. If the student fails to achieve the minimum Program Grade Point Average (PGPA) for a third time, he/she will be permanently withdrawn from the program.
- The Intent to Return fee is \$35 and must be paid when submitting the form to Student Services.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## D) Academic Approval Required

I authorize registration of the above-mentioned student in the following:

Term:  Fall (Term 2) Sept - Dec  Winter (Term 3) Jan - Apr  Spring (Term 4) May - June  Summer (Term 1) July - Aug

Year of Study:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup> Semester of Study:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>st</sup>  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup>

Block Registration:  Yes  No Block Code: \_\_\_\_\_ Assign Time Ticket:  Yes  No

Graduation Requirements based on:

Original Admission Year  Current Year  Other (Please specify) \_\_\_\_\_

Academic Chair\* (or Coordinator) \_\_\_\_\_ Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Payment Information

Credit Card Payment:  VISA  MasterCard Total fee for Intent to Return is **\$35.00** (subject to change)

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Student Services Representative \_\_\_\_\_ Date Received \_\_\_\_\_  Fees Updated

The personal information you provide on this form is collected under the authority of the Post Secondary Learning Act of Alberta and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process your intent to return. If you have any questions about the collection or use of this information, contact the Student Services' FOIP representative at 403.284.8069.