



Customer Services
 MA 211, Heritage Hall
 1301 – 16 Avenue NW
 Calgary, AB T2M 0L4
 Phone: (403) 284 7248 / toll-free 877 284 7248
 FAX: (403) 284 7112

WITHDRAWAL FROM THE INSTITUTE FORM

(Please complete sections A to D)
 Submit to Customer Services for processing

A) Personal Information

Student ID Number _____	Living in the Residence @ SAIT? <input type="checkbox"/> Yes <input type="checkbox"/> No
Last name _____ First _____ Middle _____	
Mailing Address _____	
City/Town _____	Province _____ Postal Code _____
Country _____	Home Telephone _____ Alternate Telephone _____

B) Program Information

I request to withdraw from the following SAIT Program:	
Program Name _____	
Dates Attended _____ To _____	
Reason for Withdrawal:	
<input type="checkbox"/> Academic	<input type="checkbox"/> Financial
<input type="checkbox"/> Employment	<input type="checkbox"/> Medical
<input type="checkbox"/> Personal	<input type="checkbox"/> Relocating
<input type="checkbox"/> Program Choice	<input type="checkbox"/> Other
Student Signature _____	Date _____

C) Student Loan Information

Do you have a Student Loan?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>NOTE: If YES, Student Finance will be notified of your withdrawal</i>
Do you have a SAIT Emergency Loan?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If YES, Amount of SAIT Emergency Loan \$ _____	Date Issued _____		

D) Clearance Signatures

Signatures are MANDATORY. No refund, if applicable, will be issued until all required signatures are obtained.

1. ACADEMIC COORDINATOR _____ <small>or designate</small>	Date _____
<small>All property belonging to the department has been returned.</small>	
2. LIBRARY _____ <small>Main floor - Heart Building</small>	Date _____
3. LAPTOP e-learning helpdesk (if applicable) _____ <small>Main floor - E.H. Crandell Building (Room G130)</small>	Date _____
4. CUSTOMER SERVICES _____ <small>Second floor – Heritage Hall (Room MA 211)</small>	Date _____
ID CARD RETURNED? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Withdrawal requests should be submitted **prior** to the Withdrawal Deadline (as outlined in the Academic Calendar). A student who withdraws from the Institute without notifying Customer Services in writing will not be eligible for any refund of fees, if applicable, and will be responsible for any fees/materials owing or outstanding. The student's permanent record will show a "Failure" in all courses in which they were registered.

Policy Reference: A.6.2

The personal information you provide on this form is collected under the authority of the Technical Institutes Act 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 program withdrawal request and will be used appropriately. Any questions concerning the collection of this personal information may be directed to the Customer Services Department, (1301 – 16 Avenue NW, Calgary, AB T2M 0L4) at (403) 284 – 7248.