



# Program Withdrawal

Policy Reference: AC.3.1.1

### Student Services

AA211, 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) Submit to Student Services for processing

## A) Personal Information

SAIT Student ID Number _____		
Last Name _____	First _____	Middle _____
Mailing Address _____		City/Town _____
Province _____	Country _____	Postal Code _____
Primary Phone _____	Alternate Phone _____	Email _____

## B) Program Information

I request to withdraw from the following SAIT Program:

Program Name \_\_\_\_\_

Dates Attended \_\_\_\_\_ to \_\_\_\_\_

Reason for Withdrawal \_\_\_\_\_

**Withdrawal from a Program - A student who wishes to withdraw from a program must:**

1. Withdraw prior to completing 70 per cent of the course/program, based on the course/program end date.
2. Complete this official Program Withdrawal form and obtain the mandatory clearance signatures, as requested below.
3. Submit the completed form to Student Services prior to the withdrawal deadline to receive a withdrawal "W" grade.
4. Students who withdraw from a program/course after the withdrawal deadline will receive a grade based on course work completed relative to the course outline.

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

## C) Clearance Signatures

 Signatures are **MANDATORY**. Refunds, if applicable, will not be issued until all required signatures are obtained.

ACADEMIC CHAIR/ EARNED REVENUE COORDINATOR	_____	Date _____
All property belonging to the department has been returned.		
Reg Erhardt Library Main Floor - Stan Grad Centre	_____	Date _____
LAPTOP (if applicable)* Main Floor - E.H. Crandell Building (G130)	_____	Date _____
* Only applicable if you are in an e-Learning program.		

## D) Student Services Approval

Records updated by \_\_\_\_\_ Date \_\_\_\_\_

SAIT ID CARD RETURNED?  YES  NO

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 a withdrawal from a program. If you have any questions about the collection of this information, contact the Student Services' FOIP representative at 403.284.8069.