

Please complete sections A to C. *Submit to the Office of the Registrar no sooner than 90 days prior to term

Personal Information

Date		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Phone Number	Home Cellular Business	Alternate Phone Number	Home Cellular Business
Email Address		Postal Code	

B) Program Information

Program)	In what term and year do you intend to return to the program? (ex. Fall 2025, Spring 2026 etc)
Concentration/Major	
Term Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)	
Were you academically withdrawn from the program? Yes No	

C) Student Acknowledgment

I have completed one full semester, and have been inactive for **one or more semesters**. I understand that:

- If I have taken **no more than 3 semesters** break from the program, I should consult with the program's Academic Chair/Coordinator to identify changes to graduation requirements. Submit the form **90 days** prior to start of the semester.
- If I return to my program after having been **academically withdrawn** for the first time, I will return on academic probation. If I am **academically withdrawn** a subsequent time, I will be withdrawn from SAIT for a period of up to five years and return on academic probation. Submit the form **60 days** prior to start of the semester if you were academically withdrawn.

Please refer to [Policies & Procedures - AC.3.1.1](#) and [AC.3.1.1 Schedule A](#)

Student Signature	Date
-------------------	------

D) Academic Approval Required

I authorize registration of the above-mentioned student in the following Yes No Authorizing person's name:		Term Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)	
Year of study	Semester of study	Block registration	Block code
Graduation requirements based on: Original admission year Current year Other:			
Academic Chair (or Earned Revenue Coordinator)**		Signature	Date

* E) Submission Information

<p>If you are returning from an academic withdrawal, submit your intent to Return, as follows:</p> <p>Fall - September, submit July 1</p> <p>Winter - January, submit November 1</p> <p>Spring - May, submit March 1</p> <p>Summer - July, submit May 1</p>	<p>If you are returning after 2 semesters and no more than 3 semesters, submit your Intent to Return 90 days prior to semester start.</p>
--	--

FOIP Statement

The personal information you provide on this form is collected under the authority of 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 process your intent to return. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at Southern Alberta Institute of Technology at 1301 16 Avenue NW, Calgary, AB T2M 0L4 or by email at coordinator@sait.ca.