



Intent to Return

Policy Reference: [AC.3.1](#)

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 C. **Submit to the Office of the Registrar no sooner than 90 days prior to term start.**

A) Personal Information

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

B) Program Information

| | |
|---|---|
| Program | When do you intend to return to the program? |
| Concentration | Year? |
| When did you last attend SAIT? | Term Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug) |
| In which semester did you stop attending? | Were you academically withdrawn from the program?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 a year or longer break from the program, there could be changes to my graduation requirements. I should consult with the program's Academic Chair/Coordinator to identify changes to graduation requirements.
- If I return to my program after having been academically withdrawn, I will return on academic probation. If I am academically withdrawn for a second time, I will be permanently withdrawn from SAIT.

Please refer to [Policies & Procedures - AC 3.1.1](#)

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

D) Academic Approval Required - Submit to the Office of the Registrar no sooner than 90 days prior to term start.

| | | | | | |
|--|-------------------|---|------|------------|---------------------------------|
| I authorize registration of the above-mentioned student in the following | | 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: | | | | | Assign Time Ticket Yes No |
| Academic Chair (or Earned Revenue Coordinator)** | | Signature | Date | | |

E) Payment Information

Fee: \$120

It can take up to four business days to process requests, at which time the fee will be added to your mySAIT.ca account. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca. Failure to pay will result in the request being cancelled. Acceptable forms of payment are Pre-authorized debit, Credit card, PayMyTuition (for international students to pay in your home currency), CIBC International Student Pay. Do not include your credit card information in the email or fax. Beginning July 30, 2020 a 2.5% service fee will be charged on all credit card payments and a 1.5% service fee will be added to all Visa Debit and MasterCard Debit transactions. These service fees are non-refundable.

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 403.284.8748.

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|--------------------|------|
| Records updated by | Date |
|--------------------|------|