



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 30 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	Were you academically withdrawn from the program?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- If I return to my program after having been academically withdrawn, I will return on academic probation. If I am academically withdrawn for a second time, I will be permanently withdrawn from SAIT.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
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D) Academic Approval Required - Submit to the Office of the Registrar no sooner than 30 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: \$125

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.

Records updated by	Date
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