



# Program Withdrawal

Policy Reference: [AC.3.1.1](#)

AA211, Heritage Hall  
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 Calgary, AB T2M 0L4  
 Phone: 403.284.7248  
 Toll-free: 1.877.284.7248  
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 Email: [records@sait.ca](mailto:records@sait.ca)

Please complete sections A to D.

## 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
Email Address		Postal Code	

## B) Program Information

I request to withdraw from the following SAIT program

Program Name	Dates Attended	to
Reason for withdrawal		

## C) Student Acknowledgement

It is recommended that you meet with your academic chair/coordinator before withdrawing to ensure you have course availability and/or the prerequisites for future course registration.

<p><b>Withdrawal from a program</b> - A student who wishes to receive W grades:</p> <ul style="list-style-type: none"> <li>Must withdraw prior to completing 70 per cent of the course, based on the course end date.</li> <li>Must complete and submit the form to the Office of the Registrar prior to the withdrawal deadline (see dates to remember) to receive a withdrawal "W" grade.</li> <li>Must obtain all mandatory signatures to obtain a refund (laptop/library)</li> <li>Understands that a withdrawal from a course is considered an attempt. Refer to <a href="#">AC.3.1.1</a> for details on repeats.</li> <li>Accepts consequences for future registrations if the form is submitted without an Academic Chair signature</li> <li>Understands that by withdrawing from the program after the withdrawal deadline grades may be received based on completed course work OR Understands that withdrawing from the program after the withdrawal deadline will result in courses being graded based on completed course work</li> </ul>	
Student Signature	Date

## D) Clearance Signatures

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

Academic Chair (or Earned Revenue Coordinator)	Date
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All property belonging to the department has been returned.

Reg Erhardt Library (Main Floor - Stan Grad Centre) - Mandatory	Date
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Laptop* (Basement - Stan Grad Centre - MB027) - Mandatory	Date
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\*Only applicable if you issued a SAIT laptop.

## E) Office of the Registrar

Records updated by	Date
SAIT ID card returned Yes No	

## FOIP Statement

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 your request for program withdrawal. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at 403.284.8748.