



# 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](mailto: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
Email Address		Postal Code	

### 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	Were you academically withdrawn from the program?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- If I return to my program after having been academically withdrawn, I will return on academic probation. If I am academically withdrawn for a second time, I will be permanently withdrawn from SAIT.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 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: \$75**

It can take up to four business days to process requests received by email or fax, 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 Visa, MC, Debit, Cheque, Money Order or Cash. **Do not include your credit card information in the email or fax.**

### 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 Office of the Registrar' FOIP coordinator at 403.284.8069.

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