



Customer Services

MA 211, Heritage Hall

1301 – 16 Avenue NW

Calgary, AB T2M 0L4

Phone: (403) 284 7248 / toll-free 877 284 7248

FAX: (403) 284 7112

PROGRAM WITHDRAWAL (Withdrawal from SAIT) FORM

(Please complete sections A to D)

Submit to Customer Services for processing

A) Personal Information

Student ID Number _____ Living in the Residence @ SAIT? Yes No

Last name _____ First _____ Middle _____

Mailing Address _____

City/Town _____ Province _____ Postal Code _____

Country _____ Home Telephone _____ Alternate Telephone _____

B) Program Information

I request to withdraw from the following SAIT Program:

Program Name _____

Dates Attended _____ To _____

Reason for Withdrawal:

Academic Financial Personal Program Choice

Employment Medical Relocating Other

Student Signature _____ Date _____

C) Student Loan Information

Do you have a Student Loan? YES NO **NOTE: If YES, Student Finance will be notified of your withdrawal**

Do you have a SAIT Emergency Loan? YES NO

If YES, Amount of SAIT Emergency Loan \$ _____ Date Issued _____

D) Clearance Signatures

Signatures with are MANDATORY. No refund, if applicable, will be issued until all required signatures are obtained.

1. ACADEMIC COORDINATOR _____ Date _____
or designate All property belonging to the department has been returned.

2. LIBRARY _____ Date _____
Main floor - Heart Building

3. LAPTOP e-learning helpdesk (if applicable) _____ Date _____
Main floor - E.H. Crandell Building (Room G130)

4. CUSTOMER SERVICES _____ Date _____
Second floor – Heritage Hall (Room MA 211) ID CARD RETURNED? YES NO

Withdrawal requests submitted *prior* to the Withdrawal Deadline (as outlined in the Academic Calendar) will result in Withdrawal "W" grades. A student who withdraws from the Institute without notifying Customer Services in writing will not be eligible for any refund of fees, if applicable, and will be responsible for any fees/materials owing or outstanding. The student's permanent record will show a "Failure" in all courses in which they were registered.

Policy Reference: A.6.2

The personal information you provide on this form is collected under the authority of the Technical Institutes Act 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 program withdrawal request and will be used appropriately. Any questions concerning the collection of this personal information may be directed to the Customer Services Department, (1301 – 16 Avenue NW, Calgary, AB T2M 0L4) at (403) 284 – 7248.