

Student ID #

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This form is used when you are withdrawing from *all* courses in a term/year.

First Name		Last Name		
Phone		Email		
Street Address				
City		Province	Postal Code	
Term(s) to which cancellation applies: <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer				Year
Reason for Cancellation:				
If you are cancelling your registration to attend another institution, what school will you be going to:				
Do you intend to return to St. Mary's University College in the future? <input type="radio"/> Yes <input type="radio"/> No				
If you have a credit balance after cancelling your registration, do you wish to: <input type="radio"/> receive a refund cheque for the amount <input type="radio"/> keep the credit on account for future use <i>Note: no refund cheques will be issued until six weeks after the start of term</i>				

Submit to:

Student Services Office
 St. Mary's University
 College
 14500 Bannister Rd SE
 Calgary, Alberta
 T2X 1Z4

Fax: 403-531-9136

Declaration

I understand that cancelling my registration prior to the change of registration deadline results in those courses being removed from my academic record and that I will not owe tuition and fees for those courses although the registration deposit will be retained by St. Mary's University College.

I understand that cancelling my registration after the change of registration deadline and before the course withdrawal deadline will result in a grade of "W" for all courses and that I will owe full tuition and fees for those courses as outlined in the Fees Assessment Schedule of the Academic Calendar.

I understand that any confirmation of enrolment given by the University College for the applicable term(s) will be revoked and notification of this cancellation will be sent. In the case of student funding, this may result in required repayment of the loan or award.

Signature

Date

Office Use:

Received	Has student previously withdrawn from this course? <input type="radio"/> Yes <input type="radio"/> No	Number of half-courses previously withdrawn from:
Comments:		
Registrar's Signature:		Date: