



WITHDRAWAL - St. Stephen's College COURSE or PROGRAM

Withdraw from a St. Stephen's College course or program by submitting this form to: st.stephens@ualberta.ca.

STUDENT INFORMATION

Student Name			
Email			
Withdrawal from Course	Course title:		
	Course dates:		
Withdrawal from Program	Program:		
<p>The effective date of withdrawal is that on which St. Stephen's College Registrar's Office receives and dates this form. Withdrawing from a course may affect your academic plan and/or time to completion (ie. if the course is a prerequisite to another program requirement). Students are advised to consult with their Program Chair to review their academic goals prior to withdrawal.</p>			

COURSE WITHDRAWAL-ACADEMIC

Action	Length of Course Session				
	60 days or less	61-120 days (~2-4 months)	121-180 days (~4-6 months)	181-240 days (~6-8 months)	241+ days (~8+ months)
Withdraw by:					
Registration Delete (no academic record)	End of first day of course	7 days after course start date	7 days after course start date	30 days after course start date	30 days after course start date
Withdrawal (Grade of W)	30 days after course start date	30 days after course start date	60 days after course start date	90 days after course start date	120 days after course start date
Withdrawal with Cause (Grade of WC)	Withdraw with cause anytime between the "Withdrawal (Grade of W)" deadline and the final assignment due date. Granted only in cases of serious illness or other extenuating circumstances (documentation required; student must submit petition for withdrawal with cause form).				

If the deadline for Withdrawal (Grade of W) has passed, and course requirements are not completed, un-submitted assignments will receive a grade of zero, and the final course grade will be assessed based on all marks recorded for the course (including marks of zero for failed or incomplete assignments).

COURSE WITHDRAWAL-FINANCIAL (Registrar's Office will inform student of refund amount)

Action	Length of Course Session				
	60 days or less	61-120 days (~2-4 months)	121-180 days (~4-6 months)	181-240 days (~6-8 months)	241+ days (~8+ months)
Fee Refund 100%, less \$75 admin fee	30 days prior to course start date	Prior to course start date	Prior to course start date	Prior to course start date	Prior to course start date
Fee Refund 75%, less \$75 admin fee	14 days prior to course start date	7 days after course start date	14 days after course start date	30 days after course start date	56 days after course start date
Fee Refund 50%, less \$75 admin fee	End of first day of course	14 days after course start date	30 days after course start date	56 days after course start date	120 days after course start date

PROGRAM WITHDRAWAL – FINANCIAL (Registrar's Office will inform student of refund amount or amount owing)

Where a student withdraws from a degree or certificate program having already paid their annual program administration fee, a pro-rated refund will be granted. Tuition will be owed to the College if a student withdraws from a degree or certificate program with outstanding program fees at the time of withdrawal. See Academic Calendar for policy.

The information requested on this form is collected for the purpose of managing student records, or the administration of academic programs and student services. For further information about the collection and use of this information, contact the Registrar's Office, St. Stephen's College at st.stephens@ualberta.ca.

Student Signature		Date:
--------------------------	--	-------

REGISTRAR OFFICE USE ONLY

(1) Date withdrawal form received from student	Initial/Date:
(2) Forward to student's Program Chair for signature	Chair Signature:
(3) Notify Instructor of course withdrawal (if applicable)	Initial/Date:
(4) Enter final grade and issue refund (if applicable)	Initial/Date: