

# Student Program Withdrawal Form



## STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Current Program of Study: \_\_\_\_\_

If you choose other please specify: \_\_\_\_\_

- I am immediately withdrawing from my program and will not be completing my current term of study. I understand by doing so I will be withdrawing from all registered courses for this term, and that in order to be re-admitted to the College, I will need to re-apply.

Effective Date of Withdrawal (Date the form is submitted or received by the Office of the Registrar): \_\_\_\_\_

Signature: \_\_\_\_\_

(MM/DD/YY)

**Please indicate one of the following reasons for your withdrawal. Please note that this information is only required for statistical and reporting purposes.**

- |   |  |
|---|--|
| <input type="checkbox"/> Personal           | <input type="checkbox"/> Changed career goals                      |
| <input type="checkbox"/> Financial          | <input type="checkbox"/> Transfer to another institution           |
| <input type="checkbox"/> Medical reasons    | <input type="checkbox"/> Not satisfied with classes or instruction |
| <input type="checkbox"/> Family reasons     | <input type="checkbox"/> Program too difficult                     |
| <input type="checkbox"/> Secured employment | <input type="checkbox"/> Other: _____                              |
| <input type="checkbox"/> Unsuitable program |  |

## STUDENT AUTHORIZATION

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please submit electronically to [records@bowvalleycollege.ca](mailto:records@bowvalleycollege.ca) or in Person to the Office of the Registrar

### Consent Regarding My Personal Information

The personal information collected on this form or in conjunction with this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta) and the Post-secondary Learning Act (Alberta). This personal information is required to administer my enrolment in courses at Bow Valley College (the "College"). For more information regarding the collection or use of your personal information, contact the Office of the Registrar at 345-6th Avenue SE, Calgary, Alberta, T2G 4V1. Phone 403-410-1400 or toll-free in Alberta 1-866-428-2669. I hereby consent to the collection and disclosure of my personal information as described above.

## **What happens if I just want to take a break in my studies before I decide to withdraw from my program?**

At Bow Valley College, we understand that certain personal issues may arise during the course of your studies. Under our [Continuance and Graduation Policy](#), we allow students to take up to a 9 month break in their studies without having to withdraw from their program. If you return to your studies before the 9 month period is over, you can resume your studies without having to go through the normal application process. If you do not resume your studies within 9 months from when you step out of your program, you will be withdrawn from your program and will need to re-apply in order to resume your studies.

Please note that you will only have 3 years to complete your certificate program, and 5 years to complete your diploma program\*. This time is inclusive of any breaks which you have taken within your program of study. If you have any questions about program completion limits or taking a break in your studies, please contact an Academic Advisor or Student Engagement Officer.

## **I don't want to take a break in my studies, and want to withdraw from my program. What do I need to do?**

We encourage all students to speak to an Academic Advisor or Student Engagement Officer before deciding to withdraw from their program to see if there is any assistance that we can provide you with. Additionally, you will be asked to complete the Student Program Withdrawal Form if you have decided to withdraw from your program. Please note that by withdrawing from your program, you are not entitled to the 9 month break in your studies, and you will need to re-apply to the program should you decide to continue your studies. To discuss your options, please speak to an Academic Advisor or Student Engagement Officer.

*\* Please note that certain programs have completion standards outside of the 3 and 5 year limits. Check with an Academic Advisor or Student Engagement Officer if you are unsure.*