

**Please Note:**

If you are on a Student Loan and/or have a scholarship/award, this Withdrawal may affect your Student Loan, Financial Awards standing. Please contact Student Financial Assistance and Awards.

## LATE WITHDRAWAL REQUEST

**DIRECTIONS TO STUDENTS:**

- Use this form only if online registration has closed.
- Complete all relevant sections and obtain appropriate signature(s) as indicated below.
- Attach supporting documentation (refer to Policy on reverse side).
- Bring completed form to the office of the Director.

Date:  Student Number:

Student Last Name:  Student First Name:

Student Email:

Degree:

Reason for withdrawal:

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

COURSE SECTION DROP					
Date of Last Attendance	Term (ie. W10, T1)	Subject (ie. BIOL)	Course # (ie. 100)	Section (ie. 001)	Instructor or Advisor Approval

Comments:

WITHDRAWAL FROM THE SESSION	Comments:
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**APPROVAL, Director**

Signature of Director	Name (please print)	Date	Telephone
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Personal Information ("Information") provided on this form is collected pursuant to section 26 of the *Freedom of Information & Protection of Privacy Act (the "Act")*, R.S.B.C. 1996, c.165 for the purpose of processing your request for late withdrawal. The Information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of the Information may be directed to the School of Health and Exercise Sciences - [jennifer.rhodes@ubc.ca](mailto:jennifer.rhodes@ubc.ca).

Copy: SISC / Student and Professor via email

**POLICY ON LATE WITHDRAWAL REQUESTS:** See Academic Concession:  
<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,48,0,0>

Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. Such circumstances include:

- a medical condition;
- emotional or other problems;
- military service.

Students wishing to request academic concession from the Office of the Dean must apply as close as possible to the time attendance is adversely affected. In considering these requests or any appeals of decisions on academic concession, the dean's office will not normally take into account untimely notifications. Students requesting academic concession will be asked to provide such evidence as is deemed appropriate. If there is a medical problem, students should submit supporting documentation from their attending Physician.