

**Withdrawal Request Form**

--	--	--	--	--	--	--	--

STUDENT ID NUMBER

**General Information**

Name: \_\_\_\_\_  
Last                      First                      Middle

Telephone Residence: ( \_\_\_\_\_ ) \_\_\_\_\_  
area code

Former Name: \_\_\_\_\_  
Last                      First                      Middle

Telephone Business: ( \_\_\_\_\_ ) \_\_\_\_\_  
area code

Mailing Address: \_\_\_\_\_

Fax Residence: ( \_\_\_\_\_ ) \_\_\_\_\_  
area code

City/Town: \_\_\_\_\_

Fax Business: ( \_\_\_\_\_ ) \_\_\_\_\_  
area code

Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

E-mail Business: \_\_\_\_\_

Country: \_\_\_\_\_

E-mail Residence: \_\_\_\_\_

**I am requesting to be withdrawn from:**

Course Name and Number:

Start Date:

Contract Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fall\Winter\Spring Session**

I am withdrawing no later than 30 days after the course start date and request a refund less the \_\_\_\_\_ materials and processing fee.

Note: After 30 days of the course start date, there is no refund. I understand that there will be no refund for course materials.

I am withdrawing after 30 days, and am not eligible for a refund.

**Note:** A refund will be issued 45 days after the course withdrawal request is processed.

The personal information collected on this form will be used to process your course withdrawal request. This information is collected under the authority of section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Coordinator, Registry Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3 Telephone: 1-780-675-6111.

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

Fax or deliver the completed form and fees to:

Centre for Distance Education  
 Athabasca University  
 1 University Drive, Athabasca, Alberta, Canada T9S 3A3  
 Telephone: 1(780) 675-6179  
 Fax: 1-(780) 675-6170