



RECORDS, REGISTRATION + ADVISING
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UNDERGRADUATE REQUEST FOR WITHDRAWAL FROM ALL COURSES: FALL or SPRING SEMESTER

Requests to drop all courses for the semester are termed withdrawals and are subject to the following refund/grading policies.

DEADLINE TO SUBMIT WITHDRAWAL REQUEST		REFUND/GRADING POLICY
Before the end of the semester add/drop deadline	→	75% refund, W grade assigned
After the semester add/drop deadline	→	No refund, W grade assigned
After the withdrawal deadline	→	No refund, F grade assigned

*Specific deadline dates can be found on the Academic Schedule on the Emily Carr Connect website: connect.ecuad.ca/student-services/schedule

Non-attendance does not indicate withdrawal. Failure to submit a withdrawal request will result in an **F grade** being assigned with no refund issued. A complete withdrawal from the University after the withdrawal deadline will only be considered upon submission of supporting documentation. Students on financial assistance (i.e. student loan) should see the Financial Awards Advisor to discuss the implication of a withdrawal while on student assistance.

UPass access will be updated to reflect your status at the University. For example, if you withdraw from all fall semester courses in October, you will receive a refund for November and December UPass charges and your UPass will not be valid for those months.

STUDENT INFORMATION

Student Name: _____ Student Number: _____

Semester and Year Withdrawing from: Fall 20 _____ Spring 20 _____

Last Date of Attendance: _____ Email: _____

*I am currently receiving financial aid (ie. student loans): No Yes ***If yes, please see Financial Aid and Awards or e-mail finawards@ecuad.ca before submitting this form.**

MAIN REASON FOR WITHDRAWAL (CHECK ONE)

- Family Circumstances Physical Course too challenging
- Financial Conflict with instructor Course not challenging enough
- Emotional Course does not meet expectations Need to lighten course load

Other, please specify: _____

Do you intend to return to studies at Emily Carr within the next year?

- No, please close my student program.
- Yes. If you intend to return to Emily Carr within the next year you must complete a Leave of Absence Request form.

Student Signature: _____ Date: _____

OFFICE USE ONLY	
Authorizing Signature: _____	Date: _____
<input type="checkbox"/> Copy to Financial Services Tuition Refund: <input type="checkbox"/> No <input type="checkbox"/> Yes UPass Refund: # of months <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A Percentage Refund: _____ Transfer to Next Term <input type="checkbox"/> or Refund any credit balance <input type="checkbox"/>	
Courses Dropped: _____	
Courses Withdrawn: _____	