

Program Withdrawal Form

This form is to be used to withdraw from a program. Please see the back side of this form for complete instructions.

Date: _____

Student Number:

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 Domestic International Student Loan/Funded?

Last Name	First Name
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Program: _____

School Chair: _____

Student Signature: _____

Counsellor: (recommended) _____

1. Please indicate your main reasons for withdrawing. *(Please choose all that apply).*

Academic

- Heavy course load
- Program/course was not for me
- Was not academically prepared
- Program/course was too difficult
- Schedule did not meet my needs
- Quality of program/course
- I was required to withdraw
- Other _____

Personal

- My Health
- Work obligations
- Family/personal obligations
- Just need to take a break
- Lack of personal motivation
- Lack of finances
- Want to change program/course(s)
- Other _____

2. Did you contact Selkirk's support services to discuss your situation before withdrawing?
(e.g. Counseling, Financial Aid, Disability Services, Aboriginal Services, Learning Success Centre)

- Yes
- No Comments: _____

Instructions for requesting a program withdrawal

- 1. Students (International and Domestic):** complete the form and meet with School Chair for signature.
- 2. International Students:** please deliver the completed form to your International Enrolment Officer within one business day of the final signature (School Chair).
- 3. Domestic Students:** please deliver the completed form to your Enrolment Officer within one business day of the final signature (School Chair).

Castlegar School Chair Contact Info

Tracy Punchard, University of Arts & Sciences Room: A-25 Email: tpunchard@selkirk.ca	Kamren Farr, Business Room: A-24 Email: kfarr@selkirk.ca	Teresa Petrick, Health & Human Services Room: A-15 Email: tpetrick@selkirk.ca
Brendan Wilson, Environment & Geomatics Room: A-14 Email: bwilson@selkirk.ca	Shana Rablah, International Education Room: A-21 Email: srablah@selkirk.ca	

Nelson School Chair Contact Info

Bob Falle, Hospitality, Tourism & Cosmetology Room: Reception 10 th Street Campus Email: bfalle@selkirk.ca	Daryl Jolly, School of the Arts Room: Reception 10 th Street Campus Email: djolly@selkirk.ca	Rob Schwarzer, Industry & Trades Room: 110B - Silver King Campus Email: rschwarzer@selkirk.ca
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