

Request for Course/Program Withdrawal (**Drop Course**)

This form is to be used to withdraw from courses after the first week of the semester. Use one form per course. *See reverse for instructions.*

*Dropping or changing courses may affect completion of programs or transfer to a university. Students may want to consult a **College Counsellor or Program Advisor** before withdrawing. Students receiving financial aid such as student loans or other forms of financial assistance are advised to speak to a **Financial Aid Officer** before withdrawing from courses, as this may impact your student loan.*

1. **Student:** please fill this section out only

Course Withdrawal <i>(fill this section out for a single course only)</i>	
<input type="checkbox"/> Domestic <input type="checkbox"/> International	Student Loan: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name: _____	Student #: _____
Course ID: _____	Section #: _____
Student Signature _____	
Program Withdrawal <i>(fill this section out for a program withdrawal)</i>	
Program Name: _____	
Student Signature _____	
<input type="checkbox"/> I understand by withdrawing from this course or program I am subject to Selkirk College's refund policy as of the date this form is received at the Domestic or international Enrolment Services office.	
Please indicate your main reasons for withdrawing. <i>(Please choose all that apply).</i>	
Academic <input type="checkbox"/> Heavy course load <input type="checkbox"/> Program/course was not for me <input type="checkbox"/> Was not academically prepared <input type="checkbox"/> Program/course was too difficult <input type="checkbox"/> Schedule did not meet my needs <input type="checkbox"/> Quality of program/course <input type="checkbox"/> I was required to withdraw <input type="checkbox"/> Other _____	Personal <input type="checkbox"/> My Health <input type="checkbox"/> Work obligations <input type="checkbox"/> Family/personal obligations <input type="checkbox"/> Just need to take a break <input type="checkbox"/> Lack of personal motivation <input type="checkbox"/> Lack of finances <input type="checkbox"/> Want to change program/course(s) <input type="checkbox"/> Other _____
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)	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No Comments: _____	

2. **Instructor or Counsellor:** please sign

_____ Instructor/Counsellor Name (print)	_____ Instructor/Counsellor Signature	_____ Date
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Instructions: Request for Course Withdrawal form

1. **Students (International and Domestic):** fill in section 1 and then take this form to the instructor of the course you wish to withdraw from. If the instructor is not available, a counsellor may sign in place of the instructor.
2. **Instructors/Counsellors:** please sign and return to the student.
3. **International Students:** please deliver the completed form to your International Enrolment Officer immediately upon receiving the final signature (instructor or School Chair). Please review the Withdrawal and Refunds policy here: <http://selkirk.ca/financial-information/tuition-fees/withdrawal-refunds>
4. **Domestic Students:** please deliver the completed form to your Admissions Office immediately upon receiving the final signature (instructor or School Chair) as your withdrawal and refund will be effective on the date received by Enrolment Services. Please review the Withdrawal and Refunds policy here: <http://selkirk.ca/financial-information/tuition-fees/withdrawal-refunds>