



Notification of Withdrawal Form (Program or Semester)

Students who choose to withdraw from their program or terminate their studies during the course of a semester (Zero Credit Hours; Zero Audit Hours) **MUST** complete a **Notification of Withdrawal Form** and follow the procedures stated on the form. Failure to submit this completed form may result in a final grade of "F" in all courses in which the student is enrolled for the semester(s).

Name: _____ Date: _____

Program Student Student ID No: _____

Open Studies Student

Email: _____ Faculty Advisor: _____

After ensuring that this form has been completed in full, please return it to the Registrar.

Please all the relevant boxes:

This withdrawal is from **all** classes during a semester

Fall Semester Winter Semester

January Intersession Spring Session

This withdrawal is from my current program. Program _____

I have student loans

I am an International student. Intended date of return _____

Reason for Withdrawal:

Student's Signature: _____ **Date:** _____

NOTE: This Notification of Withdrawal Form can be submitted via one of the following methods:

- E-mail:** Admissions@Taylor-Edu.ca If submitting this form electronically, fill out and save a copy of this form to your computer, then attach the completed file to an email to the above address. **NOTE:** For users on certain computers or browsers, you may need to save this form to your computer by using the 'PRINT' function. Simply choose 'PRINT' then change the 'DESTINATION' (printer) to 'SAVE AS PDF'.
- Fax:** (780) 436-9416
- Print and Mail to:** Taylor Seminary 11525-23 Avenue NW, Edmonton, AB T6J 4T3

Before your withdrawal is official, you must obtain signatures from each of the following departments (see page 2).

Notification of Withdrawal Form (Program or Semester), continued

1. General Office – Circle Appropriate Response

- Mailbox KeyReturned Not Issued
- Parking PassReturned Not Issued
- Residence KeysReturned Not Applicable
- Residence Room InspectionCompleted Not Applicable

Authorized Signature: _____ Date: _____

2. Library / General Office – Circle Appropriate Response

- Library CardReturned Not Issued
- Library FinesPaid None Owing
- Library Books.....All Returned Outstanding Books
- NEOS.....Notified Not Applicable

Authorized Signature: _____ Date: _____

3. Business Office– Circle Appropriate Response

- Accounts.....Business Hold No Business Hold
- Student Loans.....Applicable Not Applicable

Authorized Signature: _____ Date: _____

4. Faculty/Student Advisor

Faculty (Program Students) or Student (Open Studies Students) Advisor’s Comments

Authorized Signature: _____ Date: _____

Office Use Only

Date Received: _____ Effective Date of Withdrawal: _____

Registrar’s Signature: _____ Date: _____

- Database Updated
- Faculty/Student Advisor Notified
- Academic Dean Notified
- E-Copy in Registrar’s File
- Business Office Notified
- Admissions Notified (New Student Only)
- General Office Notified
- Original Form filed in Student’s File