

Program Withdrawal



This form must be completed and submitted by the student to Student Services for the withdrawal to be official. **Failure to stop regularly attending classes does not constitute an official withdrawal.** Withdrawal prior to mid-point of a semester will result in a grade of "W" (withdraw) on your transcript for the course. Withdrawal after the mid-point will result in a grade of "F" (fail) on your transcript. The official withdrawal date will be the date this document is presented to Student Services.

Any refund, if applicable, will be processed as dated below. Any outstanding financial balance will restrict registering at all NSCC campuses in any program or course (general interest, online, safety, evening, & apprenticeship) until the balance has been paid.

My Contact Information:

Full Name:	
Student ID:	
NSCC Program:	
NSCC Campus:	
Mailing Address:	
Primary Phone:	
Primary Email:	

My primary reason for this withdraw is:

Academic Difficulties	<input type="checkbox"/>	Employment	<input type="checkbox"/>	Not Right 'Fit'	<input type="checkbox"/>
Didn't Like Program	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Other Reason	<input type="checkbox"/>
Education Elsewhere	<input type="checkbox"/>	Personal	<input type="checkbox"/>		
No credential desired	<input type="checkbox"/>	Medical	<input type="checkbox"/>		

Note: If withdrawal is for *documented* medical reasons, additional information is required. Please see the Campus Registrar.

Optional comments: _____

I have met with a member of Student Services to discuss my withdrawal.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have discussed my program withdrawal with my sponsor / student loan.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> n/a
I have the NSCC Student Health & Dental Benefit coverage.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

You may continue using your Health and Dental benefits after a withdrawal. Coverage remains in effect for 12 months from the program start date

Student Signature: _____ Date: _____
Staff Signature: _____ Date: _____

Campus Use Only:

Withdrawal coded as:	DISC (Student Initiated) <input type="checkbox"/>	VDIS (Administratively Initiated) <input type="checkbox"/>					
Notified Finance	____	Notified Faculty	____	Notified AC	____	Notified Online	____
Notified Library	____	Notified IT Tech	____	Notified CSRE	____	Collected ID Card	____
Collected Parking Pass	____	Edited Student Block	____	Edited Milestones	____	Posted PS Comment	____
PeopleSoft Updated By:	_____	Date Processed:	_____				
MAS Signature:	_____	Official w/d date:	_____				