



Withdrawal Form

Please see reverse before completing



*****FORM AVAILABLE FOR USE BETWEEN THE ADD/DROP DATE AND THE WITHDRAWAL DEADLINE*****

Please either drop off forms at the Registration Desk or email to registration@mhc.ab.ca.

If you completely withdraw before the ADD/DROP deadline, you will receive a refund (minus registration deposit) and the course will not appear on your transcript.

Year			Campus		MHC Student ID Number
<input type="checkbox"/> Fall (Sept-Dec)	<input type="checkbox"/> Spring (May-June)	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Medicine Hat		
<input type="checkbox"/> Winter (Jan-April)	<input type="checkbox"/> Summer (July-Aug)	<input type="checkbox"/> Open Learning	<input type="checkbox"/> Brooks		
PERSONAL INFORMATION					
Last Name		First Name		Middle Name	
Previous Last Name			Phone Number		

Please note: Withdrawing has an impact of your eligibility for student residence, scholarships, athletic teams, etc. If dropping courses reduces your total credits to less than the required 9 credits, your funding **WILL** be **CANCELLED**.

Student Loan Grant Part-time Bursary Scholarship Sponsorship _____

PROGRAM OF STUDY	
Program Name	
Request for a "W" grade	<input type="checkbox"/> Withdrawing from the program <input type="checkbox"/> Withdrawing from a class(es) – Complete courses below <input type="checkbox"/> Medical Withdrawal from the program (Dr. note required) <input type="checkbox"/> Medical Withdrawal from class(es) (Dr. note required)

Course Name & Number	Section Numbers				Comment
	Lecture	Lab	Tutorial	Practicum	
<input type="checkbox"/> All courses this semester					

- Students must re-apply for admission after a complete withdrawal.
- If you are unsure about withdrawing, supports may be available to help you remain in your program. Please see the Associate Registrar, Enrolment Services.
- The date the form is received in the Office of the Registrar will be the official date used when processing.

Reason for Withdrawing

I certify that the above information is correct to the best of my knowledge. The personal information requested on this form is collected under the authority of the Post-secondary Learning Act and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, Medicine Hat, AB, T1A3Y6, or 403-529-3800 or foip@mhc.ab.ca

Student Signature: _____ Date: _____

OFFICE USE ONLY			
Total Fees _____	Balance Due _____	Keyed by _____	Date _____

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TO BE USED AFTER THE ADD/DROP DEADLINE TO DROP A COURSE

You may withdraw from classes after the **ADD/DROP Deadline** and before or on the last day for withdrawal as indicated in the Academic Schedule (see the MHC Calendar).

The course will appear on your transcript with a "W" beside it. The "W" is not calculated in your grade point average.

No refund is given for course withdrawals.

Please make sure you understand the consequences of withdrawing from classes. If you have any questions, please consult an Academic Advisor or your Program Coordinator.

Most students need to be enrolled in at least 9 credits to be considered a full-time student. Student Loans, Grants, Scholarship and other forms of funding may be impacted.