

Who can use this form?

- Students with an extenuating circumstance that need to withdraw from their studies.
 - Extenuating circumstances are unexpected, uncontrollable, and/or unforeseen situations that impact your ability to complete your studies. (See *Withdraw Due to Extenuating Circumstances Policy E-1.36*)
- Students who have not completed all course requirements or written the final exam.

Why should I use this form if I have an extenuating circumstance?

- Each case is unique and is considered on an individual basis.
 - You might be eligible for a partial tuition refund if you check the refund box.
 - You might be eligible for a “W” grade instead of your current grade.

Who should I see before making this request?

- At least one of the following:
 - Academic Advisor
 - Students’ Union Representative
 - Financial Aid Officer
 - Counsellor
 - Cultural Liaison
 - Sponsor/Funder
 - Wellness Coach
 - Dean or Designate

What do I need to submit?

- This form completed and signed.
- A short explanation of how your extenuating circumstances negatively affected your studies.
- All supporting documentation in English. Ex: Health Care Provider Statement, Obituary, Death certificate, etc.
- If you are requesting a partial withdrawal, explain why some courses are included and others are not.
 - Usually students must withdraw from all courses. You may qualify for a partial withdrawal if you can show why one course was affected while another was not.

What happens if my request is denied?

- If you applied **before** the deadline, you will be automatically withdrawn and receive a “WD” grade. (See *Change of Enrolment Status Policy E-1.14 and Office of the Registrar - Deadlines*)
- If you applied **after** the deadline, you will stay registered in your course(s) and receive a final grade.
- You can appeal to the Registrar if you can provide new information on this particular situation.

Name:	
CNC Student Number:	Withdraw Term Requested:

WITHDRAWAL TYPE:

- Full Withdrawal from all courses
- Partial Withdrawal from courses (list all courses which you are applying for a withdrawal below)

1. Course Code <small>(Example: KINS 132)</small>	2. Course Code	3. Course Code	4. Course Code	5. Course Code

REFUND

- I am requesting special consideration for a tuition refund. (See *Policy E-1.15*)

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