

REQUEST FOR LATE WITHDRAWAL

UFV student ID		Date	
Student's first name		Student's last name	
Course (subject & number)	Section	CRN	Term

Required documentation* regarding the circumstances of this request is attached (see below).

REASON FOR WITHDRAWAL: UFV policy states that a student may be permitted to withdraw after 75% of the course duration if the student can show that there are **extenuating circumstances**. Extenuating circumstances are defined as unusual circumstances beyond the student's control which make it impossible for the course to be completed. This request requires agreement between the department head, and instructor. If agreement cannot be reached, the appropriate dean casts the deciding vote.

***Attach a signed letter outlining your extenuating circumstances and documentation to substantiate your request, for example, a medical note.**

Note: A "W" will show on your transcript.

IMPORTANT: If you have a student loan, a withdrawal may affect the status of your loan. Please be sure to discuss your withdrawal with Financial Aid & Awards prior to submitting this request.

Please forward form to Delinah Marples, Admissions and Records, Abbotsford Campus -- Local 4496

OFFICE USE ONLY

Name & title

Approve

Yes

No

Signature

Date

Comments: