MEMORIAL UNIVERSITY

Access to Information and Protection of Privacy - The information on this form is collected under the authority of the *Memorial University Act (RSNL 1990 Chapter M-7)* and is needed for and will be used to update your student record. If you have any questions about the collection and use of this information contact the Manager of Enrolment Services at 737-4410.

Office of the Registrar

CANCELLATION OF REGISTRATION FORM

1. This form is for the purpose of cancelling your registration and should be used **only when such action can not be made through Memorial Self-Service**.
2. Once completed it must be returned to the Office of the Registrar by the appropriate deadline date. The date it is received will be the effective date of the course change.
3. You should retain a copy of this form for your records.
4. Refer to your schedule or Enrolment Verification for course subject, number and section of the courses you list.
5. Deadlines for dropping courses can be found in the registration procedures or the University calendar. In the case of courses offered in sessions, accelerated courses and courses offered outside normal time frame of a semester or session the deadline dates are prorated. For further details contact the Office of the Registrar.

Student Number | Last Name | Given Names

☐ Fall 20_____

☐ Winter 20____

☐ Spring 20____

I HEREBY WITHDRAW FROM MEMORIAL UNIVERSITY OF NEWFOUNDLAND AND CANCEL MY REGISTRATION FOR THE REMAINDER OF THE SEMESTER (SESSION)

Student Signature (Required) _____ Date _____

Telephone Number and/or e-mail where the Registrar's Office can contact you in the event of problems processing this form.

Subject	Number	Section	Name of Instructor (Please Print)

REASON FOR WITHDRAWAL:

Reason Code (please indicate one)

A - Academic Difficulty
H - Health
F - Financial
E - Employment
P - Personal

NOTES: 1) Students who are obliged to withdraw from the university for medical reasons, may not be permitted to re-enter the university unless they provide medical evidence satisfactory to the Director of the Student Health Service, of fitness to pursue their studies.

2) The financial liability deadline is two weeks following the first day of lectures in any semester for undergraduate students withdrawing and three weeks following the first day of lectures for graduate students withdrawing from programs.

Required Signatures:

Undergraduate Students: 1) Until the end of week seven no signatures are required. 2) After week seven until the last day to add courses in the following semester - you can withdraw from the university without academic penalty only in exceptional circumstances (medical, bereavement or other acceptable cause) and only with the permission of the dean or director of your faculty or school (or Principal at Sir Wilfred Grenfell College), or Senior Faculty Advisor if you have not declared a program.

Graduate Students: 1) Until the end of week seven the signature of the head of your academic unit. 2) After week seven and up to the last day of lectures you may withdraw in exceptional circumstances with the permission of the head of your academic unit.

Date _____

Dean/Director (or delegate) or Principal (or delegate) _____

Coordinator/Dept Head (Sir Wilfred Grenfell College) _____

For Graduate Students - Head of Department _____

Senior Faculty Adviser _____

This form is valid only if properly stamped or signed by the Registrar's Office, and only if you satisfy all applicable University regulations.

Copy 1 - Registrar
Copy 2 - Student

SAS 450-1006 - 01M - 04P