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.

Student Number

Last Name

First Name

☐ 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)

Telephone Number and/or @mun 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 Wellness and Counselling Centre, 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.

Dean/Director (or delegate) or Vice President (or delegate)

Coordinator/Dept Head (Grenfell Campus) For Graduate Students - Head of Department

Required Signatures:

Undergraduate Students: 1) Until the end of week eight no signatures are required. 2) After week eight 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 Vice President at Grenfell Campus), or Senior Faculty Advisor if you have not declared a program.

Graduate Students: 1) Until the end of week eight the signature of the head of your academic unit. 2) After week eight 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

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

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