



REQUEST TO WITHDRAW FROM A PART-TIME COURSE

Student Information and Enrolment Services

SW1–1st Floor, 3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.434.1610 F 604.430.1331 TF 1.866.434.1610

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

Note: Course withdrawals are permitted until two-thirds of the way through the course (excluding continual entry courses and courses less than one week long). Withdrawal beyond this point requires the approval of the program area. See the second page of this form for course withdrawal policy and procedure.

Fields marked with an asterisk (*) are **mandatory**.

PERSONAL INFORMATION

| | | | |
|----------------------|--------------------------------|--------------------------------|---------------------------|
| Your BCIT ID Number* | Legal First Name (given name)* | Legal Last Name (family name)* | Birth Date (DD-MMM-YYYY)* |
| A0 | | | |

CONTACT INFORMATION

Please provide at least one phone number*

| | | | |
|--------------------------------------|----------------|--------------|---------------------|
| Mailing Address (number and street)* | | | Home Phone Number |
| City* | Province | Postal Code* | Mobile Phone Number |
| Country* | Email Address* | | |

COURSE WITHDRAWAL

| | | |
|--|--------------------------------|-------------------------------|
| Course Number and Title (e.g. FMGT 1100 Accounting 1)* | | |
| Course Start Date (DD-MMM-YYYY)* | Course End Date (DD-MMM-YYYY)* | Course Reference Number (CRN) |
| Reason for Withdrawal and Supporting Documents (for Late Withdrawal) | | |
| Student Signature* | | Date (DD-MMM-YYYY)* |

REFUND DEADLINES

Special fees for some courses are non-refundable and different refund requirements may apply. Please check refund requirements at the time of registration

| Part-time Course Type | Deadline | Refund |
|--|---|---------------------|
| All part-time courses | 31 days prior to the class start date | 100% tuition refund |
| Courses lasting 4 weeks or less | 1 week prior to the class start date | 85% tuition refund |
| Courses lasting over 4 weeks | Prior to the second class | 85% tuition refund |
| Distance and online learning term-based courses | Within 2 weeks of the course start date | 85% tuition refund |
| Distance and online learning continual entry courses | Within 2 weeks of registration | 100% tuition refund |

OFFICE USE ONLY - LATE WITHDRAWAL

| | |
|--|---------------------|
| Program Area Decision | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied. State reason: _____ | |
| Approver Signature | Date (DD-MMM-YYYY)* |

HOW TO WITHDRAW

Students who wish to withdraw from a course after the refund deadline has passed must do so officially in writing with this form.

Please return this form to Student Information and Enrolment Services, SW1 – 1st Floor. Form can also be faxed to 604.430.1331 or mailed to Student Information and Enrolment Services at 3700 Willingdon Avenue, Burnaby, BC, V5G 3H2.

LATE WITHDRAWAL PROCEDURE

For withdrawal after the deadline via Policy 5103 (below):

1. Complete all sections of this form with appropriate supporting documents (e.g. official medical note).
2. Return the completed form as per directions above.
3. Form and the documentation will be forwarded to the applicable program area for review.
4. Program area will contact you regarding the results.

WITHDRAWAL POLICY

Withdrawal will be allowed until two-thirds of the way through the course (excluding continual entry and courses less than 1 week long) and will result in a “W” on the transcript. If withdrawing after this deadline, and the withdrawal is approved, the transcript will show “LW” for the dropped course.

According to policy **5103-PR1 – Grading:**

Students may not withdraw after the withdrawal deadline date unless the circumstances are unusual and/or warranted. Late withdrawal requests designed to avoid failing or low grades are not acceptable.

In the case of courses in Part Time Studies, the course’s program coordinator or program head/chief instructor (or their delegate) must approve the request. Approval by these authorities is required for the request to be processed. If approved, the grade standing assigned is LW. If the late withdrawal request is denied, the student remains registered in the course and will receive a final grade, calculated in the normal fashion (percentage or S/U, depending on the course’s grading method).

Neither the W nor the LW calculates in the GPA (grade point average).

VANISHED (V)

The V grade is assigned when a student ceases to attend a course(s) without explanation.

The V grade is assigned when a student’s attendance has ceased before the withdrawal deadline. It is not used for students who stop attending after the withdrawal deadline. If a student ceases to attend a course after the withdrawal deadline, then the student is deemed to be registered in the course and should be graded on course work completed. Any missed coursework or examinations should be marked as 0 (zero) and calculated into the final grade for the course.

The V grade is calculated into the GPA as a zero.