



Office of the Registrar, Athabasca University  
 1 University Drive, Athabasca, AB T9S 3A3  
 Toll Free in Canada/US: 1.800.788.9041  
 Other: 780.675.6111, Fax: 780.675.6174  
 www.athabascau.ca

# Course Withdrawal Request Form: Individualized Study

STUDENT ID NUMBER (if applicable)

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FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

Before you complete this form, review the AU Calendar, Course Withdrawal – Individualized Study: [calendar.athabascau.ca/undergrad/current/adm-reg-eval/reg-ind-study.php](http://calendar.athabascau.ca/undergrad/current/adm-reg-eval/reg-ind-study.php) and Refunds: Individualized Study Course Tuition: [calendar.athabascau.ca/undergrad/current/fees-refunds/is-course-refunds.php](http://calendar.athabascau.ca/undergrad/current/fees-refunds/is-course-refunds.php)  
**Timelines are important!**

## General Information (please print)

Student Name: \_\_\_\_\_  
 LAST FIRST MIDDLE

Mailing Address: \_\_\_\_\_

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: ( ) ( )  
 (AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Email: \_\_\_\_\_

EMAIL

## Course Information

If you are withdrawing outside the 30-day refund period, it is still important that you complete and submit this form. **Students may not withdraw from a course once the final examination has been written or after all course work is deemed to have been submitted for marking (for courses that do not have a final exam requirement) or after the course contract end date.** Practicum courses have special withdrawal requirements—please see the Undergraduate Course Withdrawal and Refund Policy – Individualized Study <http://ous.athabascau.ca/policy/registry/ug-wdrefund-individualized.html> for more information. If you qualify for a refund, your request will be processed within 45 days of submitting your withdrawal request.

I wish to be withdrawn from the following course(s):

Course name and number	Start date	End date
_____	_____	_____
_____	_____	_____
_____	_____	_____

The date of your withdrawal will be recorded for your academic record.

Refer to page 2 for mailing instructions.

- 1. I am withdrawing prior to, and up to 30 days after, the course contract start date.
  - I am withdrawing within 30 days of the course contract start date AND I am also requesting a refund\* of my Learning Resources Fee, provided:
    - my learning resources are returned to AU within 30 days of my withdrawal notice;
    - all the materials are undamaged, unmarked, reusable, and included software has not been opened, and;
    - all costs related to the return of the learning resources have been prepaid by me.
- 2. I am withdrawing 30 days after the course contract start date but on or before the course contract end date. I understand I will not receive a refund.

Note: Students cannot withdraw after the course contract end date. If no course work has been completed and you have not withdrawn from the course, a grade of "F" (Failure) will be assigned and recorded on the transcript. No refunds will be given.

\* Course Material Return and Refund Policy: <http://ous.athabascau.ca/policy/cmp/coursematerialreturnsrefunds.html>

The personal information collected on this form will be used to process your application to withdraw from a course. This information is collected under the authority of section 33 (c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Coordinator, Enrolment Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3. Phone: 800.788.9041.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Returnable learning resources

You may be entitled to a refund of your learning resources package provided you complete and return the Course Withdrawal Request Form and your learning resources, completely undamaged and unmarked, either before or within 30 days of starting your course. Refer to the online Calendar, Section Refunds: Individualized Study Course Tuition, [calendar.athabascau.ca/undergrad/current/fees-refunds/is-course-refunds.php](http://calendar.athabascau.ca/undergrad/current/fees-refunds/is-course-refunds.php). If this is the case, return your learning resources and form to the following address. Please insure the package.

Athabasca University  
Materials Management  
Tim Byrne Centre  
4001 Highway 2 South  
Athabasca, AB Canada  
T9S 1A4

## Non-returnable learning resources

Do not return your learning resources package if any material is damaged, marked, missing, or opened software packaging, or if you are submitting your form outside the 30-day time limit. If you meet the course withdrawal criteria and the learning resources are unable to be reissued to another student the full learning resources fee will be deducted from the refund.

**Note:** software cannot be reissued if its packaging or access code have been opened.

Refer to the online Calendar, Refunds: Individualized Study Course Tuition , [calendar.athabascau.ca/undergrad/current/fees-refunds/is-course-refunds.php](http://calendar.athabascau.ca/undergrad/current/fees-refunds/is-course-refunds.php).

Complete and submit the Course Withdrawal Request Form to the following address or fax.

Athabasca University  
Office of the Registrar  
1 University Drive  
Athabasca, AB Canada  
T9S 3A3  
Fax: 780.675.6174