

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

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| |
| SPONSORING CLIENT ID NUMBER |
| |
| REFERENCE NUMBER |

Before you complete this form, review the AU Calendar, Section 5.11 Refunds and Returns: www.athabascau.ca/calendar/page05_11.html, and Section 6.17 Withdrawing from a Course: www.athabascau.ca/calendar/page06_17.html. 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

Fax/E-mail: (____) _____
(AREA CODE) FAX E-MAIL

Course Information

If you are withdrawing outside the 30-day 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 deemed written.** If you qualify for a refund, your request will be processed with 45 days.

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, Registration Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3. Phone: 800.788.9041.

I wish to be withdrawn from the following course(s).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 academic record. Refer to page 2 for mailing instructions.

- I am withdrawing a) before the course start date or b) no later than 30 days after the course start date. My learning resources are undamaged/unmarked, and reusable. **I am returning the resources to AU within 30 days of this withdrawal notice** and requesting a refund of my tuition less the processing fee.
- I am withdrawing, a) before the course start date, or b) no later than 30 days after the course start date. My learning resources are damaged, partially missing, marked and/or software has been opened, and not usable. I am not returning the resources and am requesting a refund of my tuition less the processing and learning resources fees. Refer to the online Calendar, Section 5.6 Academic-related fees, www.athabascau.ca/calendar/page05_06.html#withdrawalfee.
- I am withdrawing from my course outside the 30-day refund period. I do not qualify for a refund, and I am not returning my learning resources.

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 5.11 Refunds and Returns, www.athabascau.ca/calendar/page05_11.html. 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, for example, \$610 - \$100 - \$160 = \$350. (Effective Sept. 1, 2008)

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

Refer to the online Calendar, Section 5.11 Refunds and Returns, www.athabascau.ca/calendar/page05_11.html. Complete and submit the Course Withdrawal Request Form to the following address or fax.

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1 University Drive
Athabasca, AB Canada
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