

Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, Alberta T9S 3A3
 Toll Free in Canada/US: 800.788.9041
 Other: 780.675.6111, Fax: 780.675.6174
 Register online www.athabascau.ca

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STUDENT ID NUMBER

Before you complete and submit this form, review the course withdrawal information on the back of this page.

Name: _____
Last First Middle

Telephone (Residence): (____) _____
Area code

Former Name: _____
Last First Middle

Telephone (Business): (____) _____
Area code

Mailing Address: _____

Fax: (____) _____
Area code

City/Town: _____

E-mail: _____

Province/State: _____ Postal/Zip Code: _____

Country: _____

I am requesting to be withdrawn from:

Course Name and Number:	Grouped Study Location: (if applicable)	Start Date:	Contract Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Withdrawing and Applying for a Refund

Refer to www.athabascau.ca/calendarMS/ for complete course withdrawal regulations.

- I am withdrawing before the course start date or no later than 30 days after the course start date and request a refund less the processing fee.
- I am returning my course materials, unmarked, within 30 days of my course start date, and I am requesting a refund for the course materials. (Course materials are enclosed; see reverse for mailing instructions)
- I am not returning my course materials and understand that I will not receive a refund.
- I am withdrawing after the refund period of 30 days and understand that I will not receive a refund.

Note: If applicable, a refund will be issued 45 days after the course withdrawal request is processed.
 Students cannot withdraw from a course after the final exam has been written.

The personal information collected on this form will be used to process your course withdrawal request. This information is collected under the authority of Bill 43, the Post-secondary Learning Act, 2003, which mandates the programs and services offered by Athabasca University, and section 33 (c) of the Alberta 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.

Signature: _____ Date: _____

Withdrawing Without Academic Penalty

Students must formally request to withdraw from an undergraduate course; simply not completing the course requirements or not attending the class does not constitute withdrawal. Students may withdraw from a course (with the exception of challenge courses) at any time up until three months after the course start date (90 days) without academic penalty provided they meet certain criteria described in the current online, Athabasca University Calendar, www.athabascau.ca/calendarMS/

Withdrawing and Applying for Refund

A refund is only available to students who formally withdraw from an undergraduate course either before the course start date or no later than 30 days after the course start date. Refunds are not available to students who request to withdraw or return their course materials to the University outside these timelines, or request to withdraw after their final exams have been written. Course material refunds are not available to students who return damaged or marked material, or packages that have material missing.

Review the current online Athabasca University Calendar, www.athabascau.ca/calendarMS/ to determine the type of refund you may be entitled:

1. Those students who are returning their course materials (materials must be undamaged, completely unmarked, and able to be issued to another student) within the timelines described above, must complete and submit this form and their course materials to:

Athabasca University
Tim Byrne Centre
Course Materials Production
4001 Highway 2 South
Athabasca AB T9S 1A4
Canada

Please insure the package. If returned materials are damaged, students will not receive a course materials refund, and the materials will remain the property of Athabasca University.

2. Those students who cannot receive a refund for their course materials (materials are damaged, marked or parts missing) may keep their materials. Complete and submit this form to:

Athabasca University
Office of the Registrar
1 University Drive
Athabasca AB T9S 3A3
Canada