



Graduate Studies Withdrawal Form

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD U records. These records are only viewed by OCAD U administrative staff and are not released to any other parties.

Complete this form and obtain all required signatures in the order indicated. Return form along with your student ID card to your Graduate Program Coordinator. Students whose academic standing is WITHDRAWN are not required to complete this application.

The withdrawal is effective on the date that the COMPLETED form is authorized by the Office of Graduate Studies (Step 4, below). Please refer to the Dates and Deadlines section of the OCAD U website for dates to withdraw, and associated deadlines for refunds if applicable.

Any applicable tuition refund will be processed within 30 days by the Student Fees/Registrar's Office and mailed to the address indicated below.

PLEASE PRINT CLEARLY

Student ID:

Current Term:

WITHDRAWAL CODE:

Program Name:

Last Name:

Given Names:

Suite/Apt. No. and Street Address:

City/Town:

Phone No:

Province/State:

Postal/Zip Code:

Country:

REASON FOR WITHDRAWAL:

Are you receiving OGS, NSERC, SSHRC, or CIHR funding? Yes No
If yes, please specify:

Do you currently hold a Teaching Assistantship? Yes No
If yes, which Faculty?

Do you currently hold a Research Assistantship? Yes No
If yes, which Unit?

Are you currently receiving any other funding that depends on full or part-time enrollment in a graduate studies program such as a stipend, Graduate Award or Graduate Scholarship? Yes No
If yes, please specify:

STUDENT SIGNATURE:

DATE:



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1. PROGRAM DEPARTMENT. I have discussed this withdrawal with the above-named student. I have verified the financial information above.

GRADUATE PROGRAM DIRECTOR: DATE:

2. LIBRARY CIRCULATION DESK. The Library has no claim against this student.

LIBRARY AUTHORIZATION: DATE:

3. STUDENT FINANCIAL ASSISTANCE STUDENT FEE USE ONLY

Did you apply for government assistance (OSAP, other Provinces, US or TERI) in this academic year? YES NO

Have you collected this award? YES NO Total Value \$

Have you any outstanding University loans? YES NO Total Value \$

Have you had a Schedule 2 or Form R signed? YES NO

Are you an 'Out of Province' student? YES NO Province:

Are you an International student? YES NO

Are you sponsored by any government or private agency? YES NO

First \$_____ in tuition fee refund is made payable to OCAD U in payment of above university loan.

Do you wish Fee Refund payable to the bank/agency holding your Federal, Provincial or US loan? YES NO

If yes, please provide Bank Name and Address:

Have you received a/n		
Childcare Bursary?	YES	NO
Ontario Special Bursary?	YES	NO
Disabled Student Bursary?	YES	NO
Graduate Student Bursary?	YES	NO

OFFICE OF FINANCIAL AID & AWARDS AUTHORIZATION: DATE:

4. OFFICE OF GRADUATE STUDIES:

GRADUATE STUDIES MANAGER: DATE: