

## REQUEST FOR LATE WITHDRAWAL

NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

COURSE(S): \_\_\_\_\_

Withdrawals after the two-thirds mark are considered late withdrawals and may be accepted at the discretion of the Associate Registrar. Late withdrawals will be considered **up to two months** from completion of the course. Students must complete this form and include a personal statement, timeline and rationale for your request. There is no consideration given for a refund.

In the event of a demonstrated extenuating circumstance – such as death in the immediate family, a student's illness or accident, serious emotional distress, or an error on the part of the University – a student may be able to withdraw without academic penalty from a course or a program after the deadline. Consideration for a refund is given when extenuating circumstances are demonstrated.

To withdraw from any or all courses in a term, complete section one, attach a personal statement, timeline and rationale for your request and email form to [registrar@yukonu.ca](mailto:registrar@yukonu.ca), or drop it off at the Office of the Registrar. ***If your request is to withdraw from all courses please indicate ALL COURSES, otherwise indicate the course registration number (CRN) or the name of the course on the course line above.***

### 1. STUDENT COMPLETES THIS SECTION

Please attach any documents you consider necessary to support your request (i.e., doctor's note, letter from a counsellor or elder)

- I have discussed my withdrawal with a faculty advisor.
- Due to extenuating circumstances, I am requesting a refund.

*\*Must complete and attach a request for refund form\**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### 2. REGISTRAR'S DECISION

- Approved
- Not Approved

\_\_\_\_\_  
Signature of Registrar/or Designate

\_\_\_\_\_  
Date