



WITHDRAWAL FROM STUDIES



To withdraw from Acadia University, please read and follow the sequence of instructions as listed below.

1. **Campus Programs, Bancroft House.**
All students withdrawing from Acadia University must meet with a Student Affairs staff member to complete an exit interview.
2. **Department of Residence Life, Bancroft House**
Students in residence and meal plans must complete withdrawal procedures at the Department of Residence Life.
3. **User Support Centre (USC), BAC level 1000**
Your laptop must be returned to the User Support Centre before you are able to withdraw from your courses. Please ensure that the USC has signed this form.
4. **Vaughan Memorial Library**
Check with the Library to make sure that you have no outstanding fines or books still checked out.
5. **Registrar's Office, University Hall, 1st level**
Bring this form to the Registrar's Office to be withdrawn from your courses.
6. **Student Accounts Office, University Hall, 1st level**
The last step is to pay any outstanding balance owing to the University or arrange for any refund due you.

Form No.: _____

Student's Name: _____

Acadia ID No.: _____

Program: _____

Session: _____

Course Load: FT PT

Student's Signature

Student Affairs	User Support	Library	Registrar's Office
Signature	Signature	Signature	Signature
Date	Date	Date	Date

Copies: White—Registrar's Office

Yellow— Director or Dept. Head

Pink— Student Accounts Office