



## WITHDRAWAL PROCEDURE

- Complete the information required on the front of this form.
- Contact Student Awards & Financial Aid if you are receiving financial assistance.
- Contact Scholarship Officer, Student Awards & Financial Aid Office if you are an undergraduate scholarship holder.
- Pay fees or any other debt owing to the University. Failure to pay fees as required may result in the denial of further services from the University, including registration, access to classes and examinations, release of grades, transcripts, degree, and any documents certifying enrollment or registration status.
- If your fee account becomes overpaid as a result of your withdrawal, please apply to Accounting Services for issue of a refund cheque.
- Submit this form to Undergraduate Admissions & Records , Main Floor, University Centre.  
(FAX: (250) 721-6225)

### **IT IS RECOMMENDED THAT:**

Students who wish to discuss their decision and plans consult a counsellor in the Counselling Centre, Campus Services Building.

The University of Victoria collects personal information pursuant to the *University Act, RSBC 1996, c.468* and section 26 of the *Freedom of Information and Protection of Privacy Act*. If you wish further information, contact the office of the Administrative Registrar or read UVic Policy 4400, Access to Student Records at: <http://web.uvic.ca/reco/general/freedom.html>

The information you provide on this form is used to update databases and for purposes consistent with your request for withdrawal. The information may also be used for research purposes but in those cases, individual identities will not be disclosed.