Consideration for Late Withdrawal Form

Registrar's office
University of Ontario Institute of Technology
2000 Simcoe Street North, Oshawa, ON L1H 7K4 Canada

Tel: 905.721.3190
www.uoit.ca

WHO?	This form is used for students who wish to be considered for late withdrawal from a course or program. Such requests must be submitted in writing no later than 10 working days after the commencement of the subsequent semester in which the student is enrolled.
HOW?	This form must be completed in full with a detailed reason/explanation and including a completed UOIT medical statement (if applicable). If the request is for bereavement reasons, you must provide a copy of the newspaper notice, death certificate, or documentation provided by the funeral director. Once complete, the form is submitted to the Registrar's office. **Please note: Incomplete forms will not be accepted.**
WHEN?	The length of time for requests for late withdrawal to be processed is normally three weeks. During peak times, processing time may be longer.

Last name	First name	Student number

Program	Email address	Term
	@uoit.net	

Are you completely withdrawing from the University? YES ☐ NO ☐
(If no, please include the CRN's and course codes for the courses you are appealing below.)

PLEASE STATE BELOW THE REASON FOR YOUR REVIEW. REQUESTS BASED ON MEDICAL REASONS MUST BE SUPPORTED WITH A COMPLETED UOIT MEDICAL STATEMENT. IF YOUR APPEAL IS FOR A COURSE, PLEASE CLEARLY INDICATE THE CRN AND COURSE NUMBER IN THE INFORMATION BELOW. ATTACH A SEPARATE PAGE IF NECESSARY.

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SIGN HERE →	Student's signature	Date
	NOTE: THIS FORM WILL NOT BE PROCESSED UNLESS IT IS SIGNED AND DATED	

Associate/Assistant Registrar's signature	Appeal decision
	☐ Approved _____
	☐ Denied Credit/Refund amount if applicable
	Comments: _____

FOR OFFICE ONLY

Processed by:	Date: