

WHAT?	This form is used for graduate students requesting to withdraw from graduate studies. Any applicable refund will automatically be applied to the student's account. Refer to the Graduate Academic Calendar for refund deadlines. Students who withdraw are not permitted to continue in the program unless a formal application for re-admission is submitted and approved by the faculty and SGPS.
WHO?	The form must be signed by the student, supervisor/co-supervisor (if applicable) and graduate program director. The faculty will then send the form to SGPS for final review, approval and processing.
WHEN?	The length of time for requests to be processed varies based on the nature of the change and the faculty involved.

**To be completed by the student:**

Last name	First name	Ontario Tech University Student Number
_____	_____	_____
Program	OntarioTechu.net email address	Effective term of withdrawal
_____	_____	_____

Status in Canada:

Domestic

\*International

Are you receiving OSAP or funding from another province/territory?

\*Program withdrawal may be reported to Citizenship and Immigration Canada, upon their request.

**Reason for withdrawal:**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the supervisor/co-supervisor (if applicable), graduate program director and Associate Dean of Graduate and Postdoctoral Studies:**

\_\_\_\_\_  
Supervisor signature (if applicable)

\_\_\_\_\_  
Co-supervisor signature (if applicable)

\_\_\_\_\_  
Graduate program director signature

\_\_\_\_\_  
SGPS Manager/designate signature

Date

Date

Date

Date

Approved Declined

Approved Declined

Approved Declined

Approved Declined

**FOR SGPS USE ONLY:**

Processed by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Withdrawal reported to International Student Advisor by GARO