



Withdrawal from University

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498
registration@msvu.ca

Students withdrawing from Mount Saint Vincent University (ceasing to attend classes and not intending to enroll in coursework during the current academic year) must complete this form, obtain all required signatures, submit the form to the Registrar's Office.

| | | | | |
|------------------|-------------------|-----------------------------|-------------|--|
| Student ID# | Last Name/Surname | First Name(s)/Given Name(s) | | |
| Apartment/Street | Town/City | Province | Postal Code | |
| Program of Study | () Phone Number | Email Address | | |

If you wish to share with us, we would like to know the reason for withdrawal: _____

Check all that apply and obtain signatures as required:

| | |
|--|---------------------------------|
| <input type="checkbox"/> I wish to withdraw from Residence _____ Room # _____ | Signature of Housing Officer |
| <input type="checkbox"/> I have returned all library books and cleared all library fees. | Signature from Circulation Desk |

| | |
|------|-------------------|
| Date | Student Signature |
|------|-------------------|

PLEASE NOTE: No refunds will be processed until this form is received in the Registrar's Office and *all* financial adjustments have been completed.

Students *must* contact Financial Services within two weeks from the signing of this form to ensure all adjustments have been completed and make financial arrangements to clear any outstanding balance. This includes tuition, residence, meal plan and library fees.

STUDENT ACCOUNTS OFFICE:

Current Account Shows:

Credit:

Owing:

Financial Services Authorization

Date

REGISTRAR'S OFFICE:

Received & Processed:

Date

Initials