

# Withdrawal from University

 Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 [registration@msvu.ca](mailto: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 Student Accounts wicket, and then to the Registrar's Office.

Student ID#	Last Name	First 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:

- I wish to withdraw from Residence \_\_\_\_\_ Room # \_\_\_\_\_
 

Signature of Housing Officer
- I have returned all library books and cleared all library fees.
 

Signature from Circulation Desk
- I have discussed this decision with \_\_\_\_\_
 

Signature of Student Services, Dean, or Registrar

Date	Student Signature
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**STUDENT ACCOUNTS OFFICE**

Current Account Shows	Credit:	Owing:
Financial Services Authorization	Student's 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.

<b>REGISTRAR'S OFFICE</b>		
Received & Processed:	Date	Initials