



DO NOT FILL IN THIS FORM BY HAND, AS IT WILL SLOW DOWN THE WE PROCESS. YOU MUST FILL IN THIS FORM DIGITALLY, SAVE A COPY TO YOUR COMPUTER, AND PRINT A COPY FOR SUBMISSION TO A REGISTRAR COUNTER AT ANY OF THE THREE SFU CAMPUSES. KEEP A COPY OF ALL YOUR DOCUMENTATION IN SUPPORT OF YOUR WE APPLICATION.

If you wish to apply for withdrawal under extenuating circumstances you must complete this form and provide complete documentation to support the request. It is your responsibility to provide the necessary information as soon as possible after the extenuating circumstances arise. The granting of a withdrawal under extenuating circumstances is at the discretion of Simon Fraser University. All available information, including your performance during the term, will be considered. If you have questions about the withdrawal process, please refer to: students.sfu.ca/appeals/withdrawals.html.

Name _____ SFU student number _____

Address _____ City _____ Postal code _____

Telephone _____ E-mail _____@sfu.ca

Are you an NCAA student-athlete? YES NO Do you have an SFU Employee Tuition Waiver? YES NO

Indicate the TERM for which you are applying for withdrawal (e.g. Spring 2012): TERM _____

Use a separate form for EACH term. List ALL the courses from which you are applying for a withdrawal for this ONE term:

Course number (e.g. CHEM 100)	Name of instructor
_____	_____
_____	_____
_____	_____
_____	_____

Have you received SFU scholarship, bursary, work-study or student loan funds for the term for which you are requesting withdrawal? NO YES

I have read and understand the information about WE at: students.sfu.ca/appeals/withdrawals/withdrawals-extenuating-faq.html

Student's signature _____ Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]). The information is needed to support your application for withdrawal from courses in progress or retroactive withdrawal. If you have any questions about the collection and use of this information, contact the Assistant Registrar, Senate and Academic Services, Student Services, 778.782.5350.

YOU MUST INCLUDE IN YOUR APPLICATION:

- this form, completed and signed
- a personal letter explaining the reasons for your application (MAXIMUM 2 pages)
- if your withdrawal is selective (i.e., not all courses in a term), a **detailed explanation on why some courses are included and not others**
- all relevant supporting documentation IN ENGLISH (you must provide official translations if necessary). Examples: SFU's Health Care provider form (available at students.sfu.ca/appeals/withdrawals.html), obituary, death certificate, employment letter on business letterhead, airline itinerary and boarding pass.

OFFICE USE ONLY: DO NOT MAKE ANY ENTRY IN THE SPACES BELOW **APPROVED** _____ **DENIED** _____

Faculty review: FAS FASS BUS FCAT EDUC FENV HSCI SCI

NOTES _____

_____ TUITION AMOUNT REFUNDED _____

SFU staff member signature _____ Date _____