



RAIC Syllabus

Serving the Architectural profession nationally since 1978

OFFICIAL WITHDRAWAL REQUEST FORM

A student wishing to withdraw from a course, or from the Syllabus altogether, must request to do so in writing to the Registrar using this form. *Full Syllabus Withdrawal results in change to Inactive Status, and reapplication is required prior to resuming studies.*

Withdrawal deadlines:

Within 30 days of Registration deadline (Term 1 – Mar 1; Term 2 – Sep 1):

- No refund on administrative fees, 50% refund on course fees if paid in full (no refund on payment plan), no academic penalty, nothing noted on transcript.

The 15th of the month prior to End of Term (Term 1 – May 15; Term 2 – November 15)

- No refund, WD noted on transcript, no academic penalty

Withdrawals after the 15th of the month prior to End of Term

- This will result in an automatic FAIL for the course, with academic penalty.

- Please **print clearly** & be sure to include your **signature**
- **Send form to:** info@raic-syllabus.ca or fax: 613-241-5750

Name of Student: _____

Student ID: _____
Province Number Chapter

Student Tel: _____ E-mail: _____

Course(s) being withdrawn: _____

or:

Full Syllabus Withdrawal: (check box)

Reason for Full Syllabus Withdrawal: _____
(use separate blank page if more space needed)

Student Signature: _____ **Date of Request:** _____