



**RAIC | IRAC**

Royal Architectural Institute of Canada  
Institut royal d'architecture du Canada

## RAIC Syllabus **OFFICIAL WITHDRAWAL REQUEST FORM**

A student wishing to withdraw from a studio course, or from the Syllabus program altogether, must request to do so in writing to the Registrar using this form. **FULL SYLLABUS WITHDRAWAL** results in a change to **WITHDRAWN** status, and reapplication to the program is required prior to resuming studies.

### Withdrawal Deadlines:

**Within 30 days after course start date:** record of registration is deleted from your official record.

**Between 30 and 90 days after course start date:** record will indicate a WD without credit and without academic penalty.

**More than 90 days after course start date, and before the course contract end date:** record will indicate a WF (Withdrawal/ Failure), without academic penalty

Students who do not formally withdraw will be assigned an automatic F (Failure) for the course, with academic penalty.

Please **print clearly** and be sure to include your **signature**.

Send form to: [info@raic-syllabus.ca](mailto:info@raic-syllabus.ca) or fax: 613-241-5750.

Name of Student: \_\_\_\_\_

Student ID: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Course(s) being withdrawn: \_\_\_\_\_

OR Full Syllabus Withdrawal: Check Box

Reason for withdrawal: *Please provide additional details on an attached blank page.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Updated: 2018-12-04*