



## VOLUNTARY WITHDRAWAL FROM GRADUATE PROGRAM

### STUDENT INFORMATION:

Student Number: \_\_\_\_\_

Given Name: _____	Family Name: _____
Email: _____	Telephone: _____

Please withdraw student from: \_\_\_\_\_ in \_\_\_\_\_  
Degree Graduate Program

Requested Date of Withdrawal: (yyyy/mm/dd) \_\_\_\_\_

**IMPORTANT:** This date should be the date the student was last active in the program / last used UBC resources.

Please see <http://www.grad.ubc.ca/current-students/managing-your-program/voluntary-withdrawals> for additional information on voluntary withdrawal.

A student wishing to withdraw voluntarily from the University must notify his or her graduate program advisor in writing. **The program must send a copy of the student's written request** to the Faculty of Graduate and Postdoctoral Studies with this form.

Copy of withdrawal notification from student:  Memo or email attached

Does student have any Awards?  Yes  No

Retroactive withdrawal requests are normally not approved by G+PS unless the graduate program confirms in writing that the student did not attend or use any university resources as of the requested date of withdrawal.

**Please check box for retroactive withdrawal requests:**

I confirm that the student named above did not attend or use any university resources as of the requested date of withdrawal.

Comments from program:

Please note that this form will not be processed for students who have outstanding fees.

### Approval of Supervisor:

\_\_\_\_\_  
Signature Name (please print) Program Date (yyyy/mm/dd)

### Approval of Graduate Program Advisor or Head of the Graduate Program:

\_\_\_\_\_  
Signature (must be different from above) Name (must be different from above) Program Date (yyyy/mm/dd)

Graduate Studies use only: _____ Date of Approval	_____ Signature of G+PS Clerk
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