

New West College

# Student Withdrawal Form

*Published March 2024*

<b>Full Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>ASN:</b>	
<b>Student ID:</b>	
<b>Program:</b>	
<b>Intake Date:</b>	
<b>Last Date Attended:</b>	
<b>Date of Withdrawal:</b>	
<b>Reason for Withdrawal:</b>	<input type="checkbox"/> Withdrawal by student <input type="checkbox"/> Cancelled by academia
<b>Comments:</b>	

*Please read the following as per government guidelines:*

- It is the student's responsibility as a student to contact Alberta Student Aid to cancel your application by calling **1-855-606-2096**
- Send an email to [info@newwestcollege.com](mailto:info@newwestcollege.com) stating you would like to withdraw from your program. Keep a record of this email and any documents submitted.
- As per your student enrollment contract, if the contract is terminated after the program begins, New West College is entitled to the payment of tuition fees as outlined in Section 17 of the Private Vocational Training Regulation.
  - If the student is provided 10% or less of the program, the college is entitled to keep 25% of the total tuition fees as identified in Part C: Program Cost.



- If the student is provided 11-50% of the program, the college is entitled to keep 60% of the total tuition fees as identified in Part C: Program Cost.
- If the student is provided more than 50% of the program, the college is entitled to keep 100% of the total tuition fees as identified in Part C: Program Cost.
- It is mandatory to return all assets you received from the school. If the resource has been damaged or has visible signs of usage, you will be charged accordingly.
- **No signature is required if the student is withdrawn due to never attending classes or for absences greater than 5 business days with no communication, even if the student is enrolled in an asynchronous course.**

**Signature of Student:**

**Date:**

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*\*Signing this form authorises New West College to withdraw you from the program and deduct any outstanding fees as per guidelines stated above.*

**FOR OFFICE USE ONLY**

<b>First Day Attended:</b>	
<b>Last Day Attended:</b>	
<b>Comments:</b>	
<b>College Representative Name &amp; Title:</b>	

**Signature of College Representative:**

**Date:**

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