College of New Caledonia
CNC

EXTENUATING CIRCUMSTANCES WITHDRAWAL FORM

OFFICE OF THE REGISTRAR

Who can use this form?

- Students with an extenuating circumstance that need to withdraw from their studies.
    - Extenuating circumstances are unexpected, uncontrollable, and/or unforeseen situations that effect your ability to complete your studies. *(See Withdraw Due to Extenuating Circumstances Policy E-1.36)*
- Students who have not completed all course requirements or written the final exam.

Why should I use this form if I have an extenuating circumstance?

- Each case is unique and is considered on an individual basis.
    - You might be eligible for a partial tuition refund if you check the refund box.
    - You might be eligible for a "W" grade instead of your current grade.

Who should I see before making this request?

- At least one of the following:
    - Academic Advisor
    - Counsellor
    - Wellness Coach
    - Students' Union Representative
    - Cultural Liaison
    - Dean or Designate
    - Financial Aid Officer
    - Sponsor/Funder

What do I need to submit?

- ☐ This form completed and signed.
- ☐ A short explanation of how your extenuating circumstances negatively affected your studies.
- ☐ All supporting documentation in English. Ex: Health Care Provider Statement, Obituary, Death certificate, etc.
- ☐ If you are requesting a partial withdrawal, explain why some courses are included and others are not.
    - Usually students must withdraw from all courses. You may qualify for a partial withdrawal if you can show why one course was affected while another was not.

What happens if my request is denied?

- If you applied **before** the deadline, you will be automatically withdrawn and receive a "WD" grade. *(See Change of Enrolment Status Policy E-1.14 and Office of the Registrar - Deadlines)*
- If you applied **after** the deadline, you will stay registered in your course(s) and receive a final grade.
- You can appeal to the Registrar if you can provide new information on this particular situation.

Name:	
CNC Student Number:	**Withdraw Term Requested:**

WITHDRAWAL TYPE:

- ☐ Full Withdrawal from all courses
- ☐ Partial Withdrawal from courses (list all courses which you are applying for a withdrawal below)

1. Course Code *(Example: KINS 132)*	**2. Course Code**	**3. Course Code**	**4. Course Code**	**5. Course Code**

REFUND

☐ I am requesting special consideration for a tuition refund of up to 60% *(See Policy E-1.15)*

Privacy Notification

The College of New Caledonia (CNC) collects, uses, discloses and retains personal information in compliance with the BC Freedom of Information and Protection of Privacy Act (the FIPPA). Your personal information is being collected under Section 26(c) of the FIPPA for the purpose(s) of admission, registration, record keeping, statistical research, or program evaluation and for purposes consistent with the administration of the College and its programs and services. Questions about this privacy notice can be directed to FOIPP@cnc.bc.ca or by mail to: CNC Office of the Registrar, 3330 – 22nd Avenue, Prince George, BC V2N 1P8.

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EXPLANATION OF THE REASON FOR YOUR APPLICATION:

(How did your extenuating circumstances negatively impact your ability to complete your studies?)

☐ See below ☐ Attached: Typed ☐ Attached: Handwritten (if a typed statement is not possible) ☐ Other _____ *(e.g. voice recorded)*

REASON FOR PARTIAL WITHDRAWAL REQUEST *(if applicable)*

By signing below, I

a.) consent to my personal information being collected and used to decide if I'm eligible for a withdrawal.
b.) guarantee I have been truthful in the information I provided.
c.) understand that the Registrar's Office might contact my instructor(s) to talk about my attendance and academic performance.
d.) am aware that this information will stay in my confidential student file and may be used if I ask for additional withdrawals.

Student Signature: _____ **Date:** _____

SUBMIT FORM:

By email: regoffice@cnc.bc.ca or to the Office of the Registrar: 3330 – 22nd Avenue, Prince George BC V2N 1P8