



## REQUEST FOR VOLUNTARY WITHDRAWAL FROM A FULL-TIME PROGRAM

### **VOLUNTARY PROGRAM WITHDRAWAL:**

*It is the student's responsibility to withdraw from the full-time program to ensure no academic penalty is incurred. Please be advised that PACE will withdraw the student from all upcoming courses. It is the student's responsibility to submit Voluntary Withdrawal forms for all current courses at the time of the program withdrawal. See the Financial Agreement for important full-time program refund policy information.*

***Please submit this form to the PACE Academic Advisor***

---

### **STUDENT INFORMATION** – Please print clearly

Last Name	First Name	Middle Name	Student Number
Email Address		Date of Birth (MM/DD/YYYY)	
Mailing Address	City	Province	Postal Code
Home Telephone	Cellular Telephone	Business Telephone	

**ARE YOU AN INTERNATIONAL STUDENT?**       YES       NO

If yes, please identify your CIC number: \_\_\_\_\_

**ARE YOU FUNDED?**     YES       NO

If yes, please identify:

- Manitoba Student**
- Manitoba Training and Employment Services**
- First Nations funding agency** \_\_\_\_\_
- Other:** \_\_\_\_\_

Students enrolled in full-time programs that are funded by government or First Nations funding agencies must obtain formal written authorization from this agency prior to submitting the [Request for Voluntary Withdrawal from an Individual Course within a Full-time Program](#) form to the University. Please see the form for more information.

Written authorization from funding agent provided:  YES     NO



---

**FULL-TIME PROGRAM INFORMATION** – Please indicate your full-time program of study

- |  |   |
|--|---|
| <input type="checkbox"/> Educational Assistant               | <input type="checkbox"/> Network Security   |
| <input type="checkbox"/> Human Resource Management           | <input type="checkbox"/> Project Management   |
| <input type="checkbox"/> Managerial and Financial Leadership | <input type="checkbox"/> Public Relations, Marketing & Strategic Communication Management |
| <input type="checkbox"/> Marketing Management                | <input type="checkbox"/> Web Development  |

Program Start Date:                       FALL TERM                       WINTER TERM                       SPRING TERM

Reason for Withdrawal \_\_\_\_\_

The University of Winnipeg PACE Full-time Program Refund Policy is outlined on the [Domestic Student Tuition Payment Information](#) and the [International Tuition Payment Information](#) forms on the PACE website.

Documentation Attached:  YES\*    NO

Note that there is no refund for individual course withdrawal in a full-time program. Students with extenuating circumstances (medical or compassionate grounds\*) must consult the PACE Manager of Registration Services if seeking special consideration. If no supporting documentation is provided the standard refund policy applies.

---

**VOLUNTARY WITHDRAWAL INFORMATION**

- I agree to allow PACE to withdraw me from all future course registrations in the full-time program.
- I wish to remain in the course I have already begun in the full-time program and have not yet completed.
- I will withdraw from my current courses by submitting the [Request for Voluntary Withdrawal from an Individual Course \(s\) within a Full-time Program](#) for each course by the course voluntary withdrawal deadline as listed on the course outline.
- I understand that grades will be issued for all current course registrations if I elect not to withdraw from these courses.
- I understand that if I exceed the voluntary withdrawal deadline I will need to appeal for retroactive voluntary withdrawal. See Academic Advisor for process.

---

*I understand the full-time program refund policy will be applied.*

---

Student Signature

Date

---

Academic Advisor

Date