



PART-TIME STUDIES COURSE WITHDRAWAL

Office of the Registrar

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Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to PTWithdrawals@bcit.ca from your myBCIT email.

Note: Course withdrawals are permitted until two-thirds of the way through the course (excluding continual entry courses and courses less than one week long). Withdrawal beyond this point requires the approval of the program area. See the second page of this form for course withdrawal policy and procedure.

Fields marked with an asterisk (*) are mandatory.

PERSONAL INFORMATION

| | | | |
|----------------------|--------------------------------|--------------------------------|---------------------------|
| Your BCIT ID Number* | Legal First Name (given name)* | Legal Last Name (family name)* | Birth Date (DD-MMM-YYYY)* |
| A0 | | | |

CONTACT INFORMATION

Please provide at least one phone number

| | | | |
|--------------------------------------|----------------|--------------|----------------------|
| Mailing Address (number and street)* | | | Home Phone Number* |
| City* | Province* | Postal Code* | Mobile Phone Number* |
| Country* | Email Address* | | |

COURSE WITHDRAWAL

| | | |
|--|--------------------------------|--------------------------------|
| Course Number and Title (e.g. FMGT 1100 Accounting 1)* | | |
| Course Start Date (DD-MMM-YYYY)* | Course End Date (DD-MMM-YYYY)* | Course Reference Number (CRN)* |
| Reason for Withdrawal and Supporting Documents (for Late Withdrawal) | | |
| Student Signature* | | Date (DD-MMM-YYYY)* |

REFUND DEADLINES

Special fees for some courses are non-refundable and different refund requirements may apply. Please check refund requirements at the time of registration

| Part-time Course Type | Deadline | Refund |
|--|---|---------------------|
| All part-time courses | 31 days prior to the class start date | 100% tuition refund |
| Courses lasting 4 weeks or less | 1 week prior to the class start date | 85% tuition refund |
| Courses lasting over 4 weeks | Prior to the second class | 85% tuition refund |
| Distance and online learning term-based courses | Within 2 weeks of the course start date | 85% tuition refund |
| Distance and online learning continual entry courses | Within 2 weeks of registration | 100% tuition refund |

OFFICE USE ONLY - LATE WITHDRAWAL

| | |
|--|---------------------|
| Program Area Decision | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied. State reason: _____ | |
| Approver Signature | Date (DD-MMM-YYYY)* |

HOW TO WITHDRAW

All part-time studies course withdrawal requests must be submitted using this official PTS Withdrawal form. Please ensure that you sign your name in the signature field, and that you provide a date.

Submit your completed form by email to **PTSwithdrawals@bcit.ca**. You must use your myBCIT email address so that the Registrar's Office can verify the legitimacy of your request. Incomplete forms, or forms submitted using a non-myBCIT email address cannot be processed.

Withdrawals will be processed within 2–3 business days. Log in to **myBCIT** and check under Student Self Service to confirm withdrawals and account balances.

LATE WITHDRAWAL PROCEDURE

For withdrawal after the deadline via Policy 5103 (below):

1. Complete all sections of this form with appropriate supporting documents (e.g. official medical note).
2. Return the completed form as per directions above.
3. Form and the documentation will be forwarded to the applicable program area for review.
4. Program area will contact you regarding the results.

WITHDRAWAL POLICY

Withdrawal will be allowed until two-thirds of the way through the course (excluding continual entry and courses less than 1 week long) and will result in a "W" on the transcript. If withdrawing after this deadline, and the withdrawal is approved, the transcript will show "LW" for the dropped course.

According to policy **5103-PR1 – Grading**:

Students may not withdraw after the withdrawal deadline date unless the circumstances are unusual and/or warranted. Late withdrawal requests designed to avoid failing or low grades are not acceptable.

In the case of courses in Part Time Studies, the course's program coordinator or program head/chief instructor (or their delegate) must approve the request. Approval by these authorities is required for the request to be processed. If approved, the grade standing assigned is LW. If the late withdrawal request is denied, the student remains registered in the course and will receive a final grade, calculated in the normal fashion (percentage or S/U, depending on the course's grading method).

Neither the W nor the LW calculates in the GPA (grade point average).

VANISHED (V)

The V grade is assigned when a student ceases to attend a course(s) without explanation.

The V grade is assigned when a student's attendance has ceased before the withdrawal deadline. It is not used for students who stop attending after the withdrawal deadline. If a student ceases to attend a course after the withdrawal deadline, then the student is deemed to be registered in the course and should be graded on course work completed. Any missed coursework or examinations should be marked as 0 (zero) and calculated into the final grade for the course.

The V grade is calculated into the GPA as a zero.