



Withdrawal from PhD Program

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498
registration@msvu.ca

Students withdrawing from Mount Saint Vincent University (ceasing to attend classes and not intending to enroll in coursework or complete other elements of the PhD Program) must complete this form, obtain all required signatures, submit the form to the Registrar's Office.

Student ID# _____ Last Name _____ First Name(s) _____

Apartment/Street _____ Town/City _____ Province _____ Postal Code _____

Program of Study _____ (_____) _____
Phone Number _____ Email Address _____

If you wish to share with us, we would like to know the reason for withdrawal: _____

Check all that apply and obtain signatures as required:

☐ I have discussed this decision with _____

Signature of Supervisor

PhD Coordinator

I have returned all library books and cleared all library fees.

Signature from Circulation Desk

Date

Student Signature

PLEASE NOTE: No refunds will be processed until this form is received in the Registrar's Office and *all* financial adjustments have been completed.

Students *must* contact Financial Services within two weeks from the signing of this form to ensure all adjustments have been completed and make financial arrangements to clear any outstanding balance. This includes tuition, residence, meal plan and library fees.

STUDENT ACCOUNTS OFFICE:

Current Account Shows:

Credit:

Owing:

Financial Services Authorization

Date

REGISTRAR'S OFFICE:

Received & Processed:

Date

Initials