

Ontario Visiting Graduate Student Withdrawal Form

Submit completed form to Office of the Dean, Faculty of Graduate Studies, before Host university withdrawal deadline.

Student information			
Surname	Given name(s)		
Student number	E-mail		
Program	Degree & level of study	Current status	
Mailing address	City	Postal code	Province
Date of birth (mm/dd/yyyy)	Phone number		

Home University	York University	Host University
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Course number & credit <i>e.g., POLS 5742.6</i>	Course title	Terms <i>e.g., Y12</i>	Catalogue number <i>e.g., Z97F05</i>

Reason for withdrawal

Student signature	Date (mm/dd/yyyy)
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FGS use only		
Processed by	<input type="checkbox"/> Copy sent to Host university	Date (mm/dd/yyyy)

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Manager, Communications, Public Relations & Recruitment, 230 York Lanes, (416)736-2100 x 20585, fgscomm@yorku.ca.



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Information

- This form is for York University graduate students withdrawing from an Ontario Visiting Graduate Student (OVGS) approved course at other Host University.
- In the event of withdrawal from a course, the student must send a *Notification of Withdrawal from Courses* to the Graduate Offices of his/her Home University *and* of the Host University.
- Student is responsible for submitting this form to the Faculty of Graduate Studies, York University.
- The last date for withdrawal is the date specified for this purpose by the Host University. Failure to respect this deadline may result in the recording of a failing grade on the record of the student. Refunds, if any, are governed by the appropriate policies of the Home University of the student.

Processing instructions

On receipt of this form the Graduate Dean of the Home University (York University) and the Host University send copies to the Academic Unit, Accounts Office, and Registrars Office of their own university. A grade of “withdrawn” or similar grade should be reported by the Graduate Dean of both universities.