



VOLUNTARY WITHDRAWAL PROCESS

(for students)

THINKING ABOUT WITHDRAWING?

We are sorry that you are thinking about stopping your studies. As a first step, you should connect with The Hive, an Academic Advisor, the Financial Aid Officer, the Fees and Accounts Receivable Officer, Residence Manager or Student Wellness Educator (Case Manager). Having all of the information about how a withdrawal will affect you is very important.

STEPS FOR WITHDRAWING

- Schedule an appointment with an Academic Advisor (<https://bookedin.com/book/brescia-university-college> or 519-432-8353)
 - Please ensure you bring any supporting documentation for your withdrawal to your advising appointment
 - Your Academic Advisor will discuss the impact of your withdrawal on your academic situation
 - You will be withdrawn from your courses
 - You will be referred to support services (if needed)
- Schedule an appointment with the Financial Aid Officer (brfinaid@uwo.ca), if applicable, as withdrawing from Brescia could have an impact on your OSAP
- Schedule an appointment with the Residence Manager, if applicable (brescia-res@uwo.ca)
- Update your contact information on Student Centre (<https://student.uwo.ca>)
- Ensure all material is returned to the library
- Review the impact of your withdrawal on fees owing including any adjustments to scholarships/awards and/or bursaries, by connecting with Brescia's Fees and Accounts Receivable Officer (business@uwo.ca). Do understand that you may still owe fees if you withdraw from courses. Fees will be calculated as owing based on the processed drop date. **You will be charged prorated fees for the time that you were registered in classes.**

RETURNING TO BRESCIA

If you have left Brescia in "good" academic standing, and have no fees owing on your student account, you are permitted to return to Brescia at any time (review academic standing status information in the Academic Calendar [here](#)).

If you have attended another post-secondary institution outside of Western University during your time away from Brescia, you will need to re-apply. The application process is available [here](#). Please contact Brescia Admissions with any questions about how to re-apply and deadlines (bucbound@uwo.ca).

If you have not attended another post-secondary institution in your time away, please contact The Hive at Brescia (brescia@uwo.ca or 519-432-8353) for information on re-registering and to book an Academic Advising Appointment to begin plans for your return.