



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 consider connecting with The Hive, an Academic Advisor, the Financial Aid Officer, Residence Manager or Student Wellness Educator. 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 (<http://brescia.uwo.ca/academics/academic-advising/> or 519-858-5151)
 - 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 - You will be withdrawn from your courses.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 complete a withdrawal form.
 - You will be referred to support services (if needed).
- Schedule an appointment with the Financial Aid Officer (<http://brescia.uwo.ca/tuition/financial-aid/> or 519-858-5151)
 - Withdrawing from Brescia could have an impact on your OSAP, Scholarships and/or Bursaries.
- 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 and any outstanding fees have been resolved.

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 in the Academic Calendar:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=4&Command=showCategory&Keywords=academic%20standing&SubHeadingID=47&SelectedCalendar=Live&ArchiveID=#SubHeading_47)

If you have attended another post-secondary institution outside of Western University during your time away, you will need to re-apply. Please contact Brescia Admissions for information on how to re-apply. (<http://brescia.uwo.ca/admissions/admission-requirements/>)

If you have not attended another post-secondary institution in your time away, please contact The Hive at Brescia (brescia@uwo.ca or 519-858-5151) for information on re-registering.