



# Course drop/add & Program withdrawal

**Broadway campus**  
1155 East Broadway, Vancouver, B.C. V5T 4V5

**Downtown campus**  
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, option 8  
f: 604.443.8450  
e: records@vcc.ca

www.VCC.CA

Please submit to the Registrar's Office.

If you are an international student please contact the IE Office ([study@vcc.ca](mailto:study@vcc.ca)) in advance to learn about how the withdrawal will impact your immigration status and refund eligibility.

Check one:  Course drop  Course add  Program withdrawal

## Personal information

Student ID

.....  
Last name (family name)

.....  
First name

.....  
Name while attending VCC (if different from above)

.....  
Birthdate (DD/MM/YYYY)

.....  
Phone

.....  
Email

.....  
Calendar year of attendance (YYYY)

.....  
Name of program/course

Full-time studies  Part-time studies

Student type:  Domestic  International

.....  
Student signature

.....  
Date (DD/MM/YYYY)

## Course drop

## Department only – Course add

| Course name/number | CRN | Course name/number    | CRN |
|--------------------|-----|-----------------------|-----|
|                    |     |                       |     |
|                    |     |                       |     |
|                    |     |                       |     |
|                    |     |                       |     |
|                    |     | Instructor signature: |     |

## Program withdrawal

.....  
Name of program

## Reason for drop/withdrawal

financial  health  personal  job related  moving  course/program difficulties  too many courses  switching schools

other: .....

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# Course drop/add & Program withdrawal (Continued)

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## To be completed by department only

Required to withdraw

.....  
Term Last day of attendance

.....  
Date MM/DD/YYYY Instructor Instructor signature

The department head and/or instructor has notified the student of this drop/withdrawal

## Registrar's Office use only

Course drop/withdrawal

D5 —————> Admissions  
W0/AW —————> Cashiers if refundable

Program drop/withdrawal

First day of program —————> Records  
D5 —————> copy to Admissions