

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

Email to records@vcc.ca or submit in person to the Registrar's Office at any VCC campus.

If you are an international student please contact the IE Office (study@vcc.ca) in advance to learn about how the

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withdrawal will impact your immigration status and refund eligibility. ☐ Program Withdrawal Check one: ☐ Course Drop ☐ Course Add **Personal Information** 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) Department Only – Course Add **Course Drop** Course name/number **CRN** Course name/number Instructor signature: **Program Withdrawal** Name of program Reason for Drop/Withdrawal

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.

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



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(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		□ Program drop/withdrawal
D5 Admissions W0/AW Cashiers if refundable		First day of program — ▶ Records D5 — ▶ copy to Admissions