

## STUDENT INFORMATION

Surname			
Given Name(s)			
Student Number		Date	
Contact Information	<i>Tel.</i> _____ <i>Email</i> _____		
Program ( <i>i.e. Bachelor of Arts - English</i> )			

Students may Self-Late Withdrawal for up to a total of **3.0 FCEs** over the course of their studies at Lakehead up to the **final day of the class** (as outlined in the Academic Calendar). Removal of the W is not permitted, and no refund of tuition fees will be provided for courses dropped through Self-Late Withdrawal.

**Exceptions (The Self-Late Withdrawal option does not apply for the following):** Graduate level courses, students in a Master's or PhD program taking an undergraduate course, JD program, practica/internships/co-op or other experiential learning placements, exchange or courses taken at another institution, or students undergoing an academic misconduct investigation

**I wish to request a Self-Late Withdrawal from the following course(s):**

Term <i>i.e. Fall 2020</i>	Subject <i>i.e. PSYC</i>	Course No. <i>i.e. 1100</i>	Section <i>i.e. YC</i>	Course Title	Instructor Name

## HOW TO SUBMIT

Please return this completed form to Enrolment Services via email at [mywithdrawal@lakeheadu.ca](mailto:mywithdrawal@lakeheadu.ca). The form must be submitted from your **Lakehead University email address**. For more information on regulations surrounding Self-Late Withdrawals, visit [www.lakeheadu.ca/studentcentral/registering-advising/withdrawals#slw](http://www.lakeheadu.ca/studentcentral/registering-advising/withdrawals#slw).

## STUDENT DECLARATION

*By submitting this form, you acknowledge that you have read and understand the Regulations governing Self-Late Withdrawals and their associated deadlines as described in the Lakehead University Academic Calendar, that you are eligible to request a Self-Late Withdrawal, that this will not result in adjustment of any fees, and that the resulting change to a "W" is permanent and final, and cannot be reversed.*