



This form is for Doctor of Veterinary Medicine (DVM) students only. All DVM students withdrawing from the University must first meet with the OVC Associate Dean, Students and Academic. For more information, refer to the [DVM section of the Undergraduate Calendar](#).

Undergraduate and diploma students should read [the relevant policy and procedure for withdrawal](#). Graduate students should complete the [Leave of Absence and Withdrawal Application](#) on the Office of Graduate and Postdoctoral Studies website.

Last name: _____ First name: _____

Student ID #: _____ DVM Phase of Study: _____

Reason for voluntary withdrawal:

- Financial constraints
- Health reasons
- Job obligations
- Personal/Family issue
- Other (specify: _____)

Student's signature: _____ Date: _____

To be Completed by OVC Associate Dean, Students and Academic (ADSA) or Designate:

Is there any academic failure incurred by this withdrawal? Yes No

Required to see ADSA prior to next registration? Yes No

Supporting documentation on file? Yes No

Comments: _____

Signature of ADSA or designate: _____ Date: _____

If effective date is other than signed, please indicate effective date: _____

The completed form should be scanned and emailed to es@uoguelph.ca, or faxed to 519-766-0142, by the Office of the ADSA.

For Office Use Only:

Signature: _____ Date: _____

Notice of Collection, Use and Disclosure of Personal Information

The University of Guelph collects personal information under authority of the *University of Guelph Act* (1964) and the *Freedom of Information and Protection of Privacy Act* (FIPPA), R.S.O. 1990, c.F.31 as amended. The information collected will be used to process your notice of withdrawal. Information may also be disclosed to and used by other University of Guelph officials to carry out their authorized academic and administrative responsibilities, and for other purposes as outlined in the Notice of Collection, Use and Disclosure in the applicable [Academic Calendar](#). Should you have any questions concerning the collection of your personal information, you can contact Enrolment Services at (519) 824-4120 ext. 58731.



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Undergraduate, diploma and graduate students should not use this form. Undergraduate and diploma students should read [the relevant policy and procedure for withdrawal](#). Graduate students should complete the [Leave of Absence and Withdrawal Application](#) on the Office of Graduate and Postdoctoral Studies website.

Students should note item 1 below for information concerning refunds. Students should read the other items below that have relevance to them.

1. TUITION AND OTHER FEES

The [schedule for refund of Tuition Fees](#) as set out in the Academic Calendar shall apply to all students who follow the proper procedure for withdrawal, provided the withdrawal has been authorized by the ADSA, or designate. Refunds of compulsory and optional fees (except residence, meal plan fees, bus pass, medical insurance premium and dental insurance premium; please see specific details on these fees) will be made in full up to and including the 15th class day of a semester. No refund of fees will be made after the 15th class day. The Effective Date for calculation of any refund of fees or assignment of academic penalty is the date on which the student notifies, in writing, Enrolment Services, Office of Registrarial Services, unless, for acceptable medical or compassionate reasons, the ADSA or designate indicates some other Effective Date.

2. RESIDENCE

For information about refunds of room charges please read the "[Residence Contract](#)" or [contact Student Housing Services](#).

3. MEAL PLAN

Visit the [Hospitality Services](#) website for information about cancelling an on-campus meal plan and requesting a refund.

4. LIBRARY

A student who withdraws from the University must return all outstanding loans from the Library immediately upon withdrawal regardless of the original due date. Any items not returned will be declared "lost" and charged to the student's account. Read more about the [Library's borrowing policies](#).

5. HEALTH INSURANCE

There is no refund of the fee if the student withdraws from the University after the fifth class day. When the extended Health Insurance fee has been paid (and not refunded), it provides coverage for the duration of the year even if the student withdraws from the University. Exchange students have coverage for the duration of the semester.

6. ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP) AND AWARDS

A student receiving financial assistance through OSAP or any other award/scholarship program is strongly advised to [contact Student Financial Services](#) regarding the status of that award upon withdrawal. Their OSAP application will be reassessed to reflect the actual number of weeks of study that were completed.

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