



**Graduate Studies Office**  
 University of Waterloo  
 200 University Avenue West  
 Waterloo, Ontario, Canada N2L 3G1  
 Telephone: 519-888-4567, ext. 35411  
 Fax: 519-746-3051  
 Email: gsoffice@uwaterloo.ca  
 Web: www.grad.uwaterloo.ca

## Graduate Student Change of Enrolment Status/ Voluntary Withdrawal Form

Please complete the appropriate section of the form if you are changing your enrolment status or are voluntarily withdrawing from your program.  
**Submit this form to your academic department for approval signatures.** (For further information refer to the back of this form.)

Last Name	First Name	Student ID Number	Academic Department	Level of Study <input type="checkbox"/> Master's <input type="checkbox"/> PhD <input type="checkbox"/> Qualifying <input type="checkbox"/> Non-Degree Current Term No. _____
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**CHANGE OF ENROLMENT STATUS**  
*I am requesting a change of enrolment status to:*

<input type="checkbox"/> Full-time <i>(from part-time)</i>	<input type="checkbox"/> Part-time <i>(from full-time)</i>	<input type="checkbox"/> Full-time off-campus <input type="checkbox"/> Study abroad <i>(as part of a formal Study Agreement)</i>	<input type="checkbox"/> Co-op work Term <input type="checkbox"/> one term <input type="checkbox"/> two terms	<input type="checkbox"/> Inactive	Status Change Effective:  Spring 20 ____    Fall 20 ____    Winter 20 ____
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**VOLUNTARY WITHDRAWAL**  
 I am voluntarily withdrawing from my graduate program.

	Effective Date: _____
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**REASON** (mandatory for Enrolment Status Changes and Voluntary Withdrawal):

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<b>Signature of Student</b> (required for all Enrolment Status changes and Voluntary Withdrawal):	<b>Date:</b>	<b>Receiving OSAP?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**APPROVAL SIGNATURES** (required for all Enrolment Status Changes or Voluntary Withdrawal)

<b>Supervisor:</b>	<b>Date:</b>
<b>Graduate Officer:</b>	<b>Date:</b>
<b>Associate Dean:</b>	<b>Date:</b>
<b>Director of Graduate Studies Academic Services:</b>	<b>Date:</b>

**Comments:**

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**Signature/Name:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<b>GSO Awards:</b>	<b>Coding Completed:</b>

#### **ADDRESS UPDATES**

- Ensure that you have updated your address on Quest – Student Information System ([www.quest.uwaterloo.ca](http://www.quest.uwaterloo.ca))

#### **ENROLMENT STATUS CHANGES**

- All enrolment status changes must be submitted to the Graduate Studies Office by the end of the enrolment period for the term requested (Spring term – May 31, Fall term – September 30, Winter term – January 31).
- Students are required to make fee arrangements based on their expected enrolment status as of the fee payment due date for each academic term.
- A change in enrolment status to part-time or inactive will require repayment of certain scholarships. Repayment amounts are calculated based on the University of Waterloo tuition refund policy.

#### **FULL-TIME TO PART-TIME OR PART-TIME TO FULL-TIME**

- Part-time students **may not** be eligible for external and internal scholarships and most other types of UW financial support.
- Students who are employed by the University for more than ten hours per week may not continue as a full-time student.

#### **FULL-TIME OFF-CAMPUS**

- Requests for full-time off-campus status are only considered where a student is undertaking an internship, or other degree requirements where the activity requires the student to be away from campus for more than four weeks in an academic term.
- This status must be approved each academic term by the submission of this form.
- A pre-departure orientation session for students going abroad is mandatory. Please contact Maria Lango ([mlango@uwaterloo.ca](mailto:mlango@uwaterloo.ca), ext. 33999, NH 100K), Office of Research, International Programs Office prior to departure. For further information refer to the following website [www.research.uwaterloo.ca/international/predeparture.html](http://www.research.uwaterloo.ca/international/predeparture.html)

#### **STUDY ABROAD**

- UW graduate students must select study abroad (on the front side of this form) if they are participating in a formal study agreement outside of Canada, (tuition fees are assessed the same as full-time off-campus status).
- This status must be approved each academic term by the submission of this form.
- A pre-departure orientation session for students going abroad is mandatory. Please contact Maria Lango ([mlango@uwaterloo.ca](mailto:mlango@uwaterloo.ca), ext. 33999, NH 100K), Office of Research, International Programs Office prior to departure. For further information refer to the following website: [www.research.uwaterloo.ca/international/predeparture.html](http://www.research.uwaterloo.ca/international/predeparture.html)

#### **CO-OPERATIVE WORK TERMS**

- Students enrolled in co-operative programs who are going on a work term must change their enrolment status to part-time/co-op work term.
- Enrolment in a course is allowable with permission from the student's home department.

#### **INACTIVE**

- Students may apply for inactive status (leave of absence) to their Associate Dean (Graduate Studies) for certain circumstances such as illness, maternity/parental leave, limited external research or work opportunity (which is not related to their UW program) or temporary financial difficulties for which the University cannot provide hardship funds.
- Normally, inactive status is approved for a maximum of two consecutive terms (maternity leave up to three consecutive terms).
- Students who are requesting more than two consecutive terms of leave should consider voluntarily withdrawing from their program until they are prepared to resume their studies.
- Normally students who have incomplete courses on their academic record are not eligible for inactive status.

#### **VOLUNTARY WITHDRAWAL**

- Tuition refunds (where appropriate) will not be processed by the Finance Department until all approval signatures have been obtained on this form.
- Voluntary withdrawal will require the repayment of certain scholarships. Repayment amounts are calculated based on the University of Waterloo tuition refund policy.
- OSAP entitlements will be recalculated based on the date of withdrawal. Tuition refunds will be remitted directly to the bank at which the OSAP loan was negotiated.
- In the comments sections of this form, the Graduate Department may specify the conditions of readmission.

#### **FEE ASSESSMENT/PAYMENT/REFUNDS**

- Please contact the Finance department for information regarding your student account or refer to: <http://finance.uwaterloo.ca/>