

# FRESH START WITHDRAWAL FORM

Received By Date \_\_\_\_\_

- Complete this form and obtain the signature of your Program Advisor/Chair/Director.
- Refer to the 'Significant Dates' section of the current [Undergraduate calendar](#) for deadline dates to withdraw. Forms received after the final date to withdraw for the specified semester will not be processed.
- Submit your completed Fresh Start Withdrawal Form to your School/Program Department Advisor.

**Please note:**

- Undergraduate program students who enrol in The Chang School classes and are assessed individual Chang School class fees should consult [The Chang School](#) website for appropriate deadline dates.
- If you officially withdraw using this form you will be ineligible to continue in the Fresh Start Program. Your academic standing will return to Required to Withdraw (RTW). You will be eligible for reinstatement after the remainder of your 12 month (3 term) suspension period has lapsed.
- Fresh Start Withdrawal Forms require up to 2 business days for processing.

## PART 1 (a) . To be completed by Student

\_\_\_\_\_  
TMU Student Number

\_\_\_\_\_  
First Name (s)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Suite/Apt. No.

\_\_\_\_\_  
No. and Street Address

\_\_\_\_\_  
City/town

\_\_\_\_\_  
Province/State

\_\_\_\_\_  
Postal/Zip Code

\_\_\_\_\_  
Country

\_\_\_\_\_  
Phone No. (day/cell)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Program Name (e.g. Journalism, Business Management, etc.)

\_\_\_\_\_  
Plan/Major (e.g. Building Science, Human Resources Management, etc.)

## PART 1 (b) . To be completed by Student

**I understand that:**

Refunds of any applicable fees may be requested from the Student Fees section of your Student Center in MyServiceHub. Refunds require up to 15 business days for processing. For more details, please go to [www.torontomu.ca/myervicehub-support/students/student-fees/request-refund/](http://www.torontomu.ca/myervicehub-support/students/student-fees/request-refund/) or contact The [ServiceHub](#).

If I officially withdraw I will be ineligible to continue in the Fresh Start Program and all my enrolments will be dropped for the current term. My academic standing will return to Required to Withdraw (RTW). I will be eligible for reinstatement after the remainder of my 12 month period has lapsed.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## PART 2. To be completed by School/Department

**I have discussed this withdrawal with the above-named student.**

- Forward completed form to Registrar's Office: Operations Support Unit (OSU)

\_\_\_\_\_  
Signature of Department Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## PART 3. To be completed by Operations Support Unit

**Withdrawal Complete**

\_\_\_\_\_  
Signature of Operations Support Representative

\_\_\_\_\_  
Date