

PERSONAL IDENTIFICATION			
Student ID number	Date of Birth (mm/dd/yyyy)	Email	
Last name (Family name) (Previous last name)		First name (Given name)	Middle name
Address		Home phone number	
City	Province	Postal code	Cell phone number

STEPS FOR SUBMITTING A SPECIAL CONSIDERATION REQUEST:

1. Complete and submit a **request for college withdrawal form** to the Office of the Registrar. The date the Office of the Registrar receives the completed request for college withdrawal form is considered the date for determining the type of consideration that can be given.
2. Complete and submit this form to withdrawals@georgiancollege.ca, along with any required supporting documentation.
3. I am requesting:
 - Partial reduction in tuition fees, not including ancillary fees. (Only applicable up to 4 weeks after the last day to add/drop.)
 - Withdrawal without academic penalty and no fee adjustments will be made.(Only applicable from the last day to withdraw, to the end of the following term.)
 - A letter approving an authorized leave. (Leave cannot exceed 150 days.)
4. Indicate which of the following acceptable reasons for special consideration you are seeking:
 - I have suffered a serious medical or mental health issue. A completed **medical verification for withdrawal consideration form** is also required.
 - My _____ (mother, father, spouse, child) has suffered a serious medical or mental health issue and I am the sole/primary caregiver. A completed **medical verification for withdrawal consideration form** is also required.
 - Death of my _____ (mother, father, spouse, child). A death certificate is required.

I understand and accept that my request will be considered per section 3.5 of Georgian College’s academic regulations.
 I understand that by submitting this form I am not guaranteed approval of my request.

Signature of student
Date (mm/dd/yyyy)

Note: this form may be emailed, delivered by postal service or in person to the address information listed below.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of the application for special consideration. For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at Registrar@GeorgianCollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.