



# UBC ENGINEERING CO-OP WITHDRAWAL REQUEST FORM

Completion of this form is required for withdrawal from the Engineering Co-op Program.

Please submit the completed form to your Co-op Coordinator (<https://coop.engineering.ubc.ca/contact/>) for review and processing. You will receive a confirmation email that the form has been received and your withdrawal request will be processed. If any additional information is required, you will be contacted by phone or email.

<b>Date (yy/mm/dd):</b>			
<b>Student First Name:</b>		<b>Student Last Name:</b>	
<b>UBC Student Number:</b>			
<b>Current Email Address:</b>		<b>Current Daytime Phone Number:</b>	
<b>Campus:</b>	Vancouver:	Okanagan:	
<b>Engineering Discipline:</b>			
<b>Number of Work Terms Completed:</b>			

**NOTE:** If you have obtained a job through your independent job search you are ineligible to withdraw from the Co-op Program as per the Engineering Co-op Terms and Conditions. Enrolment in the Co-op course will be maintained and you will be responsible for tuition and all assessed fees.

Select the most accurate option for your decision to withdraw from the Engineering Co-op Program, and provide additional information in the text box below:



Provide more details as to your selection of “The scholarship I am receiving excludes participation in a Co-op Program,” “Has not met my expectations,” or “Other” below:

**Authorization**

By submitting this completed form, I confirm I have reviewed and understand the process to withdraw from the Engineering Co-op Program and I authorize the Engineering Co-op Program and Engineering Student Services, and any related units, to remove the Co-op option from my academic record.

**Withdrawal Deadlines and Transcripts**

As per the Engineering Co-op Terms and Conditions, I understand that requests to withdraw from the program must be received by the following dates in order to be processed without notation on my transcript and without penalty:

- For Winter work term (January to April) – by August 31<sup>st</sup>
- For Summer work term (May to August) – by December 31<sup>st</sup>
- For Fall work term (September to December) – by April 30<sup>th</sup>

If my withdrawal request is not received by the required date (see above) I will be assigned a “Withdrawal” standing on the appropriate co-op course and will be responsible for paying 100% of the co-op tuition fee and all other student related fees.

**For INTERNATIONAL Students Only:**

*I acknowledge that I am required, by the Canadian Government, to return my Co-op work permit to Citizenship and Immigration Canada.*

For assistance, please contact International Student Advising:

- Vancouver: UBC Life Building, 1200-6138 Student Union Blvd., 604-822-5021, isa@students.ubc.ca
- Okanagan: University Center (UNC 227), 3272 University Way, ips.ubco@ubc.ca

<b>Engineering Co-op Program Approval:</b>		
Additional information (optional)		
Signature	Coordinator Name (please print)	Approval date

**\*\*Please ensure you have completed all fields prior to submitting for processing\*\***