

Request to Pause Program

To submit by email you may do so by saving the completed form to your computer and then attach it to an email addressed to educ.info@ualberta.ca

*Requires a **MINIMUM OF 10 BUSINESS DAYS** to be processed*

Request to Pause Program (or "Stop Out", see section 73.2.1(3) of the academic calendar)

Students who want to take a break from their program for a period of 12 months, while reserving their spot, may apply to Undergraduate Students Services to **pause** their program.

To be eligible to pause your program, you must have completed at least one term in the Faculty of Education.

Returning to the Program

If approved, you must apply for re-admission to the program by the application deadline of March 1st in order to resume your program by the following Fall Term (September).

You will not be required to compete for admission as we hold your spot in the program.

If you wish to return to the program in the Winter, Spring or Summer Terms, please discuss this with your Student Advisor as application deadlines vary.

Last Name

First Name

ID

I want to pause my program beginning (choose one):

Fall

Winter

Spring

Summer

Year:

I want to return to my program beginning (choose one):

Fall

Winter

Spring

Summer

Year:

I am requesting to pause my program for the reasons below:

NOTE: Requests that involve attending another program or institution will not be approved.

Student Signature:

Date:

Once your request has been processed, you will be contacted at your ualberta email account.

Faculty Use Only

Approved

Advisor:

Date:

Not Approved

Reason: