



Intent to Return

Policy Reference: [AC.3.1](#)

AA211, Heritage Hall
1301 - 16 Avenue NW
Calgary, AB T2M 0L4
Phone: 403.284.7248
Toll-free: 1.877.284.7248
Fax: 403.284.7112
Email: records@sait.ca

Please complete sections A to C. **Submit to the Office of the Registrar no sooner than 90 days prior to term start.**

A) Personal Information

Date		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Phone Number	Home Cellular Business	Alternate Phone Number	Home Cellular Business
Email Address		Postal Code	

B) Program Information

Program)	In what term and year do you intend to return to the program? (ex. Fall 2025, Spring 2026 etc)		
Concentration/Major			
Term Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)			
Were you academically withdrawn from the program? Yes No			

C) Student Acknowledgment

I have completed one full semester, and have been inactive for one or more semesters. I understand that:

- If I have taken a year or longer break from the program, there could be changes to my graduation requirements. I should consult with the program's Academic Chair/Coordinator to identify changes to graduation requirements.
- If I return to my program after having been academically withdrawn, I will return on academic probation. If I am academically withdrawn a subsequent time, I will be withdrawn from SAIT for a period of up to five years.

Please refer to [Policies & Procedures - AC.3.1.1](#) and [AC.3.1.1 Schedule A](#)

Student Signature	Date
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D) Academic Approval Required - Submit to the Office of the Registrar no sooner than 90 days prior to term start.

I authorize registration of the above-mentioned student in the following		Term	
Yes No Authorizing person's name:		Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)	
Year of study	Semester of study	Block registration	Block code
Graduation requirements based on: Original admission year Current year Other:			
Academic Chair (or Earned Revenue Coordinator)**	Signature	Date	

E) Payment Information

Fee: \$125

This fee will be added to your mySAIT.ca account after your request is processed. You will have two business days to make your payment through mySAIT.ca or one of our [approved online payment options](#). Failure to pay will result in the request being cancelled. We are unable to accept payments in person, over the phone or by email. Review payment options (<https://www.sait.ca/tuition-and-financialaid/payment-options>) to find our acceptable online payment methods.

Do not include your credit card information in the email you will send to the Office of the Registrar.

FOIP Statement

The personal information you provide on this form is collected under the authority of the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process your process your intent to return. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at Southern Alberta Institute of Technology at 1301 16 Avenue NW, Calgary, AB T2M 0L4 or by email at foip.coordinator@sait.ca.