



Cancellation Request Form

~ Two Days Advance Notice Required ~

Steps for Cancellation:

- First:** Complete form at least two days in advance of requested cancellation date.
- Second:** If Drop-in is cancelled, please fill out DROP-IN Cancellation box.
- Third:** Place completed form in the envelope on your coordinators office door or attach to their email. (bdhillon@ucsb.edu)

NAME: _____

TODAY'S DATE: _____

REASON FOR CANCELLATION: _____

GROUP TUTORIAL CANCELLATION

COURSE: _____ CODE: _____ TIME: _____ BLDG: _____ ROOM: _____

CANCEL DATE: _____ DAY: - M - T - W - R - F -

COMMENTS: _____

COURSE: _____ CODE: _____ TIME: _____ BLDG: _____ ROOM: _____

CANCEL DATE: _____ DAY: - M - T - W - R - F -

COMMENTS: _____

COURSE: _____ CODE: _____ TIME: _____ BLDG: _____ ROOM: _____

CANCEL DATE: _____ DAY: - M - T - W - R - F -

COMMENTS: _____

COURSE: _____ CODE: _____ TIME: _____ BLDG: _____ ROOM: _____

CANCEL DATE: _____ DAY: - M - T - W - R - F -

COMMENTS: _____

DROP - IN CANCELLATION

MATH / PHYS / ENG

ECON / STATS

BIO / CHEM

Cancel Date: _____ DAY - M - T - W - R - F - Time: _____ to _____

Cancel Date: _____ DAY - M - T - W - R - F - Time: _____ to _____

Cancel Date: _____ DAY - M - T - W - R - F - Time: _____ to _____

OFFICE USE

COORDINATOR APPROVAL: _____

DATE: _____

ADMINISTRATIVE: EMAIL _____

POST NOTICES _____

NOTIFY INTAKE _____