

# Andrew College

## Official Withdrawal from College Form

Office of the Registrar

Submission of this form indicates a student's intent to leave Andrew College during a semester, and will result in an official and total withdrawal from Andrew College. Please complete the information below and obtain the appropriate clearance signatures as required.

**All required signatures have to be obtained (in order from 1 to 6) within 2 business days otherwise the withdrawal will not be processed and additional charges may be applied to your student account if you do not properly withdraw.**

Return the completed form to the Office of the Registrar.

STUDENTS WITHDRAWING FROM ANDREW COLLEGE MUST APPLY FOR RE-ADMISSION.

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Term of Withdrawal:  Fall  Spring  Summer Year: \_\_\_\_\_

Please indicate your reason for withdrawal from Andrew College. (Check all that apply).

Academic  Disciplinary  Financial  Employment Offer  Personal  Medical

Transfer to another institution (please specify name, location, major/concentration & reasons):

Name of New School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

New Major/Concentration: \_\_\_\_\_

Please explain reason(s) for transfer to new school:

*I understand that this form is not complete and will not be processed until I have obtained all of the required clearance signatures below (in order from 1 to 6). I am aware of the conditions for withdrawal as stated in the Andrew College Catalog. I further understand that withdrawal from Andrew College may make me ineligible for some or all student financial assistance and does not imply any release from financial obligations.*

International Student:

Student Athlete:

VA Student:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Official Withdrawal Date)

**REQUIRED CLEARANCE SIGNATURES: Please obtain signatures (in order from 1 to 6) within 2 business days.**

1. Academic Advisor – *Acknowledgement of Student Withdrawal* \_\_\_\_\_ Date \_\_\_\_\_

2. Assistant Academic Dean – *Retention/Student Success* \_\_\_\_\_ Date \_\_\_\_\_

3. Financial Aid – *Financial Aid Overview/Exit Requirements* \_\_\_\_\_ Date \_\_\_\_\_

4. Business Office – *Student Financial Account* \_\_\_\_\_ Date \_\_\_\_\_

5. Student Affairs – *Housing, ID Card, Postal Box, etc.* \_\_\_\_\_ Date \_\_\_\_\_

6. Registrar – *Process Withdrawal/Student Record Documentation* \_\_\_\_\_ Date \_\_\_\_\_