

Andrew College
Office of the Registrar
Official Withdrawal from College

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. Complete the information below and obtain the appropriate signatures as required.

All required signatures must be obtained (in order). The form will be processed as of the date received by the Registrar's Office.

Students withdrawing from Andrew College must apply for re-admission.

Withdrawal Term (circle): Fall Spring Summer Year: _____

Student ID _____ Last Name _____ First Name _____

Home Address - Street _____ City _____ State _____ Zip _____

Phone _____ Email _____

Circle any that apply: International Student Student Athlete VA Student

Please indicate the reason for withdrawal from Andrew College. Circle all that apply.

Academic Disciplinary Employment Offer Financial Personal Medical Transfer

If transfer, please specify name, location, major & reasons:

Name of new school _____ City _____ State _____

New major _____

Reason(s) for transfer to new school

I understand that this form is not complete and will not be processed until all required clearance signatures have been obtained. I am aware of the withdrawal policies as stated in the Andrew College Academic Catalog. I further understand that withdrawal from Andrew College may make me ineligible for some or all student financial assistance and does not imply and release from financial obligations.

Student Signature _____ Date _____

REQUIRED CLEARANCE SIGNATURES – Obtain signatures in order.

- | | | |
|---|-------|------------|
| 1. Academic Advisor – Acknowledgement of Student Withdrawal | _____ | Date _____ |
| 2. Coordinator of Retention | _____ | 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 | _____ | Date _____ |