



Withdrawal From College Form

Step 1: Complete the Information Below:

Full Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Residence Hall _____ Room # _____ Email _____

Student ID Number: _____

Date of Withdrawal (today's date) _____

Last Date of Class Attendance _____

Step 2: Reason for Withdrawal:

ACADEMIC DISCIPLINARY FINANCIAL PERSONAL MEDICAL

EXPLANATION: _____

(Medical withdrawals require appropriate documentation from the student's health care provider; such claims will then be approved/denied by the Vice President of Academic Life and/or the Registrar. All documentation must be received within 30 days from the date of withdrawal.)

Please mark the appropriate boxes below.

YES NO Have you pre-registered for next semester?

YES NO If yes, do you want the College to cancel your pre-registration?

YES NO Do you receive Veterans' Benefits?

Step 3: Obtain Signatures of College Officials: *(in required order)*

_____	Date _____
(1) FINANCIAL SERVICES <i>(Main Building, First Floor)</i>	
_____	Date _____
(2) BUSINESS OFFICE <i>(Main Building, First Floor)</i>	
_____	Date _____
(3) STUDENT LIFE <i>(Davis Building, First Floor, Office 105)</i>	
_____	Date _____
(4) REGISTRAR <i>(Davis Building, Second Floor, Office 203)</i>	

Step 4: Read the following information and sign below:

This form must be completed with all appropriate signatures before a student's withdrawal from Louisburg College is official. Withdrawal from the College does not necessarily imply release from financial obligations.

Financial Acknowledgement: A withdrawal calculation will be completed for any student that withdraws that received Student Financial Aid whether it is Federal, State, and/or Institutional. Once the withdrawal calculation is complete and the percentage of financial aid has been returned, the student will receive a billing statement for the amount owed and will be placed on a business hold until all balances have been paid in full.

Refund Acknowledgement: Tuition, semester fees, board, and room charges will be prorated based on the refund schedule found in the College Catalog. If there is any credit to be given back to the student, it will be applied to their student account.

Withdrawal Acknowledgement: If a student withdraws from Louisburg College after the drop/add period, a grade of withdraw (W) will be recorded on the transcript up to and until the official last day to initiate a withdrawal from course (noted on the current College academic calendar).

Medical Withdrawal: Appropriate documentation must be sent to the Office of the Registrar within 30 days of today. Upon review of that documentation, Louisburg College will provide confirmation on whether my medical withdrawal is approved or denied. In addition, if appropriate documentation is not received within 30 days, the medical withdrawal will be automatically denied.

By signing below, I acknowledge that I have read the above withdrawal statements, and I have been informed of Louisburg College's refund policy.

_____	_____
STUDENT SIGNATURE	DATE

Step 4) Have you done the following?

- Turned in your PO Box key to the Louisburg College post office. *(Student Center)*
- Moved all your belongings out of your residence hall.
- Turned in your Student ID to the Student Life Office or Campus Police. *(First Floor Davis)*

Step 5) Return completed Withdrawal Form to the Office of the Registrar for processing.