



Boyce College

Withdrawal Request

Instructions:

- 1) Complete Part I below.
- 2) Obtain the signatures of both administrators for Parts II & III (otherside). The student should **not** leave the form with a secretary.
- 3) Return the completed form and your seminary identification card to Academic Records.

Part I: To be completed by the student

Name	ID Number
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Present Address	E-mail Address
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City/State/Zip	Phone
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Future Address	Effective Date
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City/State/Zip	Phone
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First Enrollment Date: _____ Current Degree Program _____

Withdrawal to be effective Fall Spring Are you receiving veterans benefits? yes no

Do you wish to terminate your postal box yes no (\$20 per entire semester withdrawn will be charged for keeping PO box.)

Are you living in campus housing? yes no

Do you plan to seek readmission? yes no

If yes, when? _____

At least two months prior to readmission, students should contact the Admissions Office.

Please state your reasons for requesting withdrawal and outline your plans for the immediate future:

Signature

Date

NOTE: THIS FORM MUST HAVE THE REQUIRED SIGNATURES ON PARTS II AND III FOR PROCESSING.

Part II: To be completed by School Dean.

Please state any pertinent information or conditions for readmission:

date

Signature of School Dean

Part III: To be completed by the Associate Dean for Student Life.

Please state any pertinent information or conditions for readmission:

date

Signature of Associate Dean for Student Life

Part IV: To be completed by Academic Records

- Accounting Services
- Housing Office
- Financial Aid
- Veterans Affairs
- Post Office
- Admissions Office
- Personnel Office

- Graduation Date Corrected
- Address Corrected
- I.D. Card returned
- Post Office Box terminated
 - yes no
- CP Required
 - yes no
- CP Met
 - yes no

Grade Recorded

To be completed by Registrar

Check Academic Standing _____

Date of Withdrawal: _____
Initials

Hourly Course Fee \$ _____

Matriculation Fee Refunded: _____ %

Acct No.

Amount

1-0240-0000-4170

\$ _____

Boyce Matriculation

Credit to TU 1-000-0000-1204

\$ _____

Date Processor

Date Processor

Date Processor