

Withdrawal Form

For Office Use Only

Date Initiated _____ by _____

Date Received _____ by _____

Submission of this form indicates a student's intent to leave the College **during** the current semester.

Step 1) Complete form below.

Name _____ ID _____

Home Address _____

City _____ State _____ Zip _____ Home Phone _____

Residence Hall Address _____ Campus Phone _____

Date of Withdrawal (today's date) _____

Last Date of Class Attendance _____

Current Classification

Freshmen Junior

Sophomore Senior

Reason for Withdrawal Explanation

- P** Personal _____
- A** Academic _____
- I** Institutional _____
- F** Financial _____
- E** Employment _____

M Medical *(Medical withdrawals require appropriate documentation from the student's health care provider; such claims will then be approved/denied by the Campus Counselor and/or the Executive Director of Health Services/Coordinator of Health Promotion and Education. All documentation must be received within 30 days from the date of withdrawal.)*

- Yes No Do you intend to return to Barton?
- 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?

If I have received Federal Financial Aid, I will be required to repay such aid to the extent required in Federal Regulations 668.21. If I have received any other type of financial aid or scholarship, I may be required to repay such aid to the extent required. I understand my financial responsibility and will pay this amount either at the time of withdrawal and/or as soon as I receive an invoice of tuition and fees that have not already been paid.

Student Signature _____ Date _____

Step 2) Please obtain signatures of College Officials. (in required order)

- 1) Student Success _____ Date _____
Hackney Library, First Floor
- 2) Student Health _____ Date _____
- 3) Academic Advisor _____ Date _____
- 4) Residence Life _____ Date _____
Hamlin Student Center
- 5) Financial Aid _____ Date _____
Harper Hall, First Floor
- 6) Business Office _____ Date _____
Harper Hall, First Floor

Step 3) Please read and sign below.

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

Refund Acknowledgement

Students who withdraw from Barton College will be refunded tuition, mandatory fees, board charges, and room charges based on the refund schedule found in the College catalog.

Withdrawal Acknowledgement

Students who withdraw from Barton College after the last day to **drop** but before the last day to **withdraw** from a course receive a grade of "WP" for courses in which the student has earned a passing grade or a "WF" for courses in which the student was earning a failing grade. A "WF" has the same impact on GPA as an "F." If a student is approved for a documented medical withdrawal, all grades appear as "W."

Students who withdraw from Barton College **after** the last day to withdraw from a course receive a grade of WF, irrespective of the grade bring earned at the time of the withdrawal.

Medical

If I have requested a medical withdrawal, I confirm that the information provided is accurate and complete, and I understand that falsification may result in disciplinary action up to and including suspension from Barton College. I understand that appropriate documentation must be sent to the Campus Counselor and the Executive Director of Health Services/Coordinator of Health Promotion and Education within 30 days of today and upon review of that documentation, Barton College will provide written confirmation on whether my medical withdrawal is approved/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 Barton College's refund policy (found in the *Barton College General Catalog*).

Student's Signature _____ Date _____

Step 4) Have you done the following?

- Turned in PO Box key to the Barton post office.
 - Moved your belongings out of your residence hall.
- Student ID's must be turned in to the registrar's office or campus police (see below).*

Final Step) Return completed Withdrawal Form and Student ID to Office of the Registrar for processing.

Registrar's Office Use Only	
Course	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For Office Use Only

Student Success (copy)
Business Office (copy)
Campus Police
Financial Aid (copy)
Health Services (copy)
IT Department
Registrar (original)
Student Development

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