



Withdrawal Form

A student who wishes to withdraw from the institution during an academic semester, should complete the withdrawal form and check list below and return to the Registrar's Office.

- Official Withdraw (done by student) Unofficial Withdraw (Administrative)

PLEASE PRINT

Student Name _____

BRCN ID # _____ Partner School ID # (if applicable) _____

Reason for Withdrawal _____

Plan to return: Yes No

Students who wish to return will be required to reapply and meet all current admissions and degree requirements.

Student Signature: _____ Date ____/____/____

NOTE: The day you sign this form is the day you are withdrawing from Blessing-Rieman College of Nursing and Health Sciences. Please do not sign this form until you are ready to withdraw. The date of withdrawal may affect your financial aid awards and/or Business Office obligations.

Signatures (for office use only)

1. Financial Aid _____ DATE _____

2. Registrar _____ DATE _____

3. Student Services _____ DATE _____

4. Library _____ DATE _____

5. IT _____ DATE _____

6. Academic Advisor _____ DATE _____

Exit Checklist

An Exit Interview will be scheduled with the student in an effort to assist students with understanding the Blessing-Rieman College of Nursing and Health Sciences withdrawal process and policies. The student's initialing and dating of each passage verifies receipt and understanding of withdrawal-related information. **NOTE: The student is responsible for reading and understanding all policies pertaining to withdrawal.** The following information can be found in the program catalog and at www.brcn.edu.

Academic Record

- Until all financial obligations are satisfied, student will not be able to register for classes and transcripts/grades will not be released.
- Students who withdraw from BRCN will receive a letter grade of W on all incomplete courses, according to the deadline dates listed in the Academic Calendar.
- Failure to follow appropriate withdrawal procedure below may result in grades of F.

Student Initial: _____ Date: _____

Delinquent Accounts

- Students with delinquent accounts must pay all attorney fees and reasonable collection costs and charges necessary for the collection of any amount not paid when due and will be reported to the credit bureau.

Student Initial: _____ Date: _____

Financial Aid

- Students who withdraw from BRCN will be notified of their account balance after appropriate calculations have been made.

Student Initial: _____ Date: _____

Refunds or Balance Due

- Students who withdraw from the institution will be notified after appropriate calculations have been made of their account credit or balance due.
- Any refunds for complete withdrawal from the institution will be based on the date that the completed official withdrawal form is received from the student by the Registrar's Office.
- Students who withdraw from classes and/or withdraw from the institution may lose all or a portion of applicable institutional and/or governmental aid.

Student Initial: _____ Date: _____

Withdrawal Process

- Students must process the withdrawal form through the Registrar's Office.
- In the case of a discrepancy or complaint, students are advised to follow the grievance procedure found in the Student Handbook.

Student Initial: _____ Date: _____

Registrar's Office Use only:

Date Received: ____/____/____

Late Date of Attendance: ____/____/____

Withdraw Date: ____/____/____

Entered by: _____ Date: ____/____/____

Comments: