



Official Request for Withdrawal Form

A student may withdraw from a degree program by written request. In order for a student to be officially withdrawn from the school, a "Request for Withdrawal" form – available Online, or in the Registrar's office – is required to be completed and filed with the Registrar. If the student wishes to re-enter BST (with a break not longer than one academic year), he/ she must re-apply to the Office of Admissions. If any curriculum changes have occurred during the absence of a student who has withdrawn, it is the prerogative of the Admissions Committee, in consultation with the faculty, to determine which curriculum requirements shall apply in the case of the re-admitted student. A student who is withdrawn may be asked to re-apply.

Veterans: The Veteran's Administration will be advised within 30 days of the date of withdrawal, which will be the date the Dean of the Faculty signs this form. When a student is withdrawn, veteran's benefits will be discontinued, and any further certification of benefits terminated.

For Financial Aid purposes, the Admissions Office will perform a Title IV Return of Funds Calculation and have students with federal loans undergo a Loan Exit interview.

Student Legal Name: _____

Student Preferred Name (if Used): _____

ID #: _____

Phone: _____ E-mail: _____

Program: _____ Advisor: _____

I am requesting to withdraw from the program _____.
(Semester and Year)

Began Program _____ Did you receive financial aid this year? _____
(Semester and Year) (List what kind)

Have you ever received financial aid: _____
(List what kind)

Reasons for request: _____

(You may attach a letter if you prefer)

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Academic Dean Signature: _____ Date: _____

Director of Business Administration Signature: _____ Date: _____

Registrar's Signature: _____ Date: _____