



Withdrawal Form

Office of the Registrar, Heritage House
P.O. Box 1628, Dunn, North Carolina 28335 (800)-297-6351; (910) 891.1660 (Fax)
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September 30, 2009

- If attempting to withdraw from all courses for a particular term, Please check here _____
- Use this form to withdraw from individual courses after the last day of drop/add period.
- **NOTE: These changes are not official until all steps are completed, including payment of any charges that are due.**

Academic Period:

____ Fall ____ Spring ____ Summer _____ Year

Activity

Official Withdraw _____ Unofficial Withdraw _____

PLEASE PRINT CAREFULLY- Complete all information requested below

Name:	
Street:	Home Phone:
City	Cell Phone:
State, Zip	Email:

WITHDRAW FROM A COURSE

To withdraw from a course, submit this form to the Registrar's Office **after** all signatures have been obtained.

Course #	Course Name	Credits	Instructor's Signature	FINAL GRADE WP – Withdraw Passing WF – Withdraw Failing	Last Date Attended

Credit hours before drop: ____ Adjusted credit hours: ____

Check all of the following benefits that apply and obtain appropriate signature(s). All students **MUST obtain signature from the Business Office.**

Advising Official _____ Date _____
 Financial Aid Director _____ Date _____
 VA Certifying Official _____ Date _____
 Business Office _____ Date _____

Signature of Student _____ **Date:** _____

REGISTRAR USE ONLY

Withdrew Week #: _____ Date received: ____/____/____ By: _____ Official _____ Unofficial _____ Remarks: _____ <p style="text-align: center;">1 copy each: Registrar, Financial Aid, Business Office, Student</p>
