WITHDRAWAL FORM
Office of the Registrar, Heritage House
P.O. Box 1628, Dunn, North Carolina 28335 (800)-297-6351; (910) 891-1660 (Fax)
iprince@heritagebiblecollege.edu

• NOTE: These changes are not official until all steps are completed, including payment of any charges that are due. If you do not complete this process, you may receive “F” grades in your classes.

Please print carefully - Complete all information requested below

Academic Period: _____ Fall _____ Spring _____ Summer_____ Year

Name: ___________________________ Social Security #: __________________

Street: ___________________________ Home Phone: _________________________

City: ___________________ State, Zip: ____________________________

Cell Phone: ____________________ Email: ____________________________

Reason for withdrawal

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of student ___________________________ Date: _________________________

Obtain clearance signatures as indicated below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Signature</th>
<th>Date</th>
<th>Charges</th>
</tr>
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<tbody>
<tr>
<td>Instructor (Required)</td>
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<td>Library (Required)</td>
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<td>Financial Aid (Required)</td>
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<td>Housing (if applicable)</td>
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<tr>
<td>Academic Advisor (Req’d)</td>
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<tr>
<td>Business Office (Required)</td>
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</table>

Report to the Business Office for clearance as your last stop before turning in your completed withdrawal form at the Registrar’s Office. Notification of your withdrawal will be sent to the instructors of your courses only after this form has been accepted at the Registrar’s Office.

Certified date of withdrawal _______________ Issued by ____________________________

(Must be completed)

This form must be processed one week after it is issued

Received by: ___________________________ Date: __________________________

REG-102
7/2007
Revised 5/2011