Missouri Baptist University
WITHDRAWAL FORM

☐ Withdrawal from Semester  ☐ Withdrawal from School

Circle Term:  FA FAQ WT WTQ     Year:  20
            SP SPQ MAY SU SUQ

All information must be completed to be used for withdrawal from all courses. Please return to Records Office for processing: 314-744-7652 (secure fax to Records Office) or email to recordsoffice@mobap.edu  *FEES MAY APPLY*

Student Information

Name: __________________________________________

Student ID: ______________________________________

Phone #: _________________________________________

What is your reason for leaving? ___________________________________________________________________________

☐ YES  ☐ NO Do you receive institutional aid? Institutional aid will be prorated according to your charges.

☐ YES  ☐ NO Do you receive federal or state financial aid? Withdrawing after a term begins might require MBU to return all or part of your aid for that term. Also, if you received student loans or a TEACH grant while attending MBU, you must complete Loan Exit Counseling online at https://studentloans.gov and TEACH exit counseling at https://nslds.ed.gov.

☐ YES  ☐ NO Do you receive VA, TRA, or WIA benefits? Overpayments will have to be returned at student’s expense.

☐ YES  ☐ NO Are you aware of the obligation to pay the balance of your account? Transcripts will be held until balance is paid.

☐ YES  ☐ NO Do you understand that you may receive a “W” or “WF” for courses in progress? A “WF” is a punitive grade and affects your GPA.

☐ YES  ☐ NO Are you aware you must return library materials and pay outstanding fines? Transcripts will be held until materials are returned and fines are paid.

☐ YES  ☐ NO Are you a resident student? You will lose your room deposit if you are withdrawing during the contract period. Room and board will be refunded on a prorated basis. You are also responsible for outstanding long distance charges. Transcripts will be held until your account is paid in full. If you have a Housing Grant, future semesters of eligibility are forfeited.

☐ YES  ☐ NO Are you a member of an MBU athletic team? You must return uniforms and equipment immediately. Transcripts will be held until returned.

☐ YES  ☐ NO Are you an International Student? International students must report to International Student Advisor or Director of Admissions.

☐ YES  ☐ NO Are you aware you must pay outstanding parking violations? Transcripts will be held until violations are paid.

Student Signature: ___________________________________________ Date: ____________

Student E-Mail (for confirmation of processing): ______________________________________

Advisor Signature: ___________________ Date: ___________  Financial Aid Office: ________________ Date: __________

Retention Officer: ________________ Date: ___________  Student Affairs: ___________________ Date: __________

Records Office: ___________________ Date: ___________  Resident Director: ________________ Date: __________

Business Office: ___________________ Date: ___________

Academic Information (for term of withdrawal)

Degree Level: Undergrad Masters Specialist Doctorate

Campus (Check all that apply):

☐ Main ☐ J/W ☐ RLC
☐ JC-Hillsboro ☐ JC-Arnold ☐ J.A. Logan
☐ Franklin Co. ☐ L&C ☐ Farmington

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