### Withdrawal Form

**Withdrawal from Semester**

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? _______________________________________________________________________

#### Academic Information (for term of withdrawal)

Degree Level: Undergrad  Masters  Specialist  Doctorate

Campus (Check all that apply):
- [ ] Main  [ ] IF/W  [ ] RLC
- [ ] JC-Hillsboro  [ ] JC-Arnold  [ ] J.A. Logan
- [ ] Franklin Co.  [ ] L&C  [ ] Farmington

#### Financial Responsibility

**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](https://studentloans.gov) and TEACH exit counseling at [https://nlds.ed.gov](https://nlds.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 pay outstanding parking violations? Transcripts will be held until violations are paid.

**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.

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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: ______

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One College Park Drive  St. Louis, MO 63141  314-434-1115  314-744-7652 (secure fax to Records Office)  https://www.mobap.edu