

# 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](mailto: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    T/W    RLC  
 JC-Hillsboro    JC-Arnold    J.A. Logan  
 Franklin Co.    L&C    Farmington

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 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.

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: \_\_\_\_\_