



## WITHDRAWAL FROM ENROLLMENT

In order to withdraw from enrollment, a student must complete this Withdrawal from Enrollment form, surrender identification cards, return all materials on loan to the Library, and clear his or her accounts with the Business Office. Students who withdraw before the semester's drop date will receive a refund of fees.

Students who have not completed requirements for a degree and who do not plan to enroll for the following term are required to withdraw from enrollment. Students who follow this approved procedure for withdrawal will have their admission status maintained for two regular semesters and can register for classes as usual during that year. After that year, students must complete a Re-enrollment Form in order to register for classes. After two years past the date of withdrawal, students are required to reapply through the Admissions Office.

### 1: STUDENT INFORMATION

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Class Year \_\_\_\_\_ Academic Advisor \_\_\_\_\_ Work Study Supervisor \_\_\_\_\_

Permanent Address \_\_\_\_\_

Email \_\_\_\_\_ Cell phone # \_\_\_\_\_

Are you currently enrolled in courses at NEBC?

YES       NO

Are you on academic probation?

YES       NO

Do you expect to return to NEBC?

YES       NO

Do you intend to permanently transfer from NEBC?

YES       NO

\_\_\_\_\_  
Name of School (if yes)

Reason for withdrawal:

All departments must complete each part of their assigned sections. Both the Department Heads and the student who wishes to withdraw must sign and date below each section once completed.

## 2: DEAN OF STUDENTS

The student has explained his or her reasons for withdrawal:  YES  NO

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In my opinion, the student's reasons for withdrawal are valid:  YES  NO

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In my opinion, the student's decision to withdraw was made with a sound mind:  YES  NO

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The student's decision to withdraw has my approval:  YES  NO

Additional comments:

I, the student, acknowledge that my decision to withdraw from NEBC has been made after consulting the Dean of Students and agree to accept all academic and financial consequences of this decision.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Students Signature \_\_\_\_\_ Date \_\_\_\_\_

## 3: DEAN OF ACADEMICS

I, the student, have discussed my withdrawal with the Dean of Academics and accept any and all academic consequences of my withdrawal from NEBC.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Academics Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 4: STUDENT LIFE

The student has completed all parts of the exit interview process required by the Office of Student Life and a copy of the exit interview has been given to the student to be attached to this form.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Life Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 5: BUSINESS OFFICE

The student understands that by withdrawing without completion of his/her work study obligations, the student is personally responsible for his/her tuition up to the time of withdrawal:  YES  NO

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The student has been made aware of his/her financial obligations to NEBC:  YES  NO

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The student has signed a Financial Statement of Acknowledgement and made appropriate arrangements to fulfill these obligations:  YES  NO

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Amount owed at the time of withdrawal request: \$ \_\_\_\_\_

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I, the student, acknowledge that I am financially obligated for all expenses for the current semester as explained to me by the Business Office.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Office Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 6: LIBRARY SERVICES

I, the student, have returned all library books and have settled or made arrangements to settle any and all fines related to Library Services.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Services Signature \_\_\_\_\_ Date \_\_\_\_\_

**7: RESIDENCE DIRECTOR(S)**

The student has left his/her room in good standing:  YES  NO

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The student's room has been left in the following state:  Excellent  Acceptable  
 Mediocre  Poor

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The student has turned in his/her key:  YES  NO

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The student can be billed an additional amount for room damage and/or unreturned keys:  YES  NO

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I, the student, agree that my room has been vacated and left in the state acknowledged by the Residence Director(s).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Residence Director(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**8: REGISTRAR**

I, the student, formally withdraw from all classes at NEBC and will no longer be seeking a degree from NEBC. I understand that any future re-admittance to NEBC will be at the discretion of the President, Dean of Students, and Dean of Academics.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Residence Director Signature \_\_\_\_\_ Date \_\_\_\_\_