

**BREWTON-PARKER COLLEGE
OFFICE OF THE REGISTRAR
(Phone) 912-583-3241
(FAX) 912-583-4816**

**INTENT TO WITHDRAW
Please Read Carefully**

If you have already registered, but do not plan to attend, you must withdraw prior to the published drop/add deadline in order to avoid academic and financial responsibility for the semester.

To do so, complete the form and submit it to the registrar's office in person, by mail, email or by fax.
If you are taking classes at the Newnan campus, you may give the completed form to the site director to be sent to main campus.
ALWAYS keep a copy of your actions and note how it was sent and to whom.

It is your responsibility to verify that the withdrawal request was received and processed.

I understand that:

- I will be charged a \$50.00 withdrawal fee
- Financial Aid will be notified and all awards will be adjusted accordingly
- If I am assigned to a residence hall, my reservation for that room will be cancelled
- I will not be responsible for this semester financially **if this is submitted by the final posted drop/add date.**
- I will receive email verification through my Brewton-Parker College email.
- If I decide to re-enroll in a subsequent semester, I will need to contact the admissions office for re-admission.
- If I re-enroll, I will come under the degree requirements in the catalog at the time I begin again.

Please complete the form below and submit it using any of the following methods:

Fax to: 912-583-4816

Scan and Email to: eadams@bpc.edu

Mail to:

Brewton-Parker College,
Registrar Office
P.O. Box 197,
Mt. Vernon, GA 30445

Intent to Withdraw Form

Fax to: 912-583-4816

Scan and Email to: eadams@bpc.edu

Mail to: Brewton-Parker College, Registrar Office

P.O. Box 197, Mt. Vernon, GA 30445



Student Information:

Print Name: _____

Social Security No.: XXX-XX-_____

Phone No.: _____

Academic Information:

Today's Date: _____

Term: Fall Spring Summer

Year: _____

The reason you are leaving?

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you receive institutional, federal or state aid?
All aid will be prorated according to your charges. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you receive federal loans?
Student loans must be repaid. Exit Counseling is also required.
Please use this link http://www.nslds.ed.gov/nslds_SA/ and follow the instructions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a Perkins loan?
Exit interview is your responsibility. Please use this link www.ecsi.net to complete the exit interview. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you receive VA benefits?
Overpayments will have to be returned at student's expense. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you aware of the obligation to pay the balance of your account?
Transcripts will be held until balance is paid. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you understand that you may receive a "W", "WP" or "WF" for courses in progress?
A "WF" is a punitive grade and affects your GPA. A withdrawal also counts toward the HOPE Scholarship's attempted hours. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you aware that Chapel holds must be cleared before we release your transcript?
A Chapel hold will prevent our releasing transcripts. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any holds on your account?
We will not release official transcripts until all obligations to the college is met. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you aware you must return library material and pay outstanding fines?
Transcripts will be held until materials are returned and fines are paid. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a resident student?
You will lose your room deposit as the deposit is non-refundable.
Improper check-out will result in a \$100.00 fine.
Transcripts will be withheld until all financial obligations are met. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you an athlete?
You must return uniforms and equipment immediately. Transcripts will be held until returned. |

By submitting this document you acknowledge that you have read and understood the above obligations upon withdrawal.

Student Signature

Date