



Student Request for Official Withdrawal

Office of the Registrar

Student Name _____

Student ID _____

Current cell phone or contact phone number _____

Permanent Address _____

Classification: _____ Undergraduate _____ Graduate

Are you in Residence Halls/Husky Village? _____ Yes _____ No
 Are you an international student? _____ Yes _____ No
 Are you receiving financial aid? _____ Yes _____ No
 Are you currently receiving VA benefits? _____ Yes _____ No
 IT – Email account _____
 Academic Advisor(s) _____

For staff use:
 _____ Notified
 _____ Notified
 _____ Notified
 _____ Notified
 _____ Notified
 _____ Notified

Reason for withdrawal: _____ Financial _____ Transferring
 _____ Health issues _____ Personal
 _____ Job conflicts _____ Dissatisfied with my academic progress
 _____ Other _____ Family responsibilities

Are you planning on returning to HBU in the future? _____ Yes _____ No

I hereby request I be withdrawn from Houston Baptist University, subject to all regulations pertinent to withdrawal and refunds, and affirm all above information is correct. I understand subsequent registration or readmission must be in accordance with the University's regulations in effect at that time. I understand that all financial obligations to the University must be paid before I may register again or receive copies of my academic records. If I am eligible for any refund, I understand it will be computed as of the effective date of this action and may be reduced by any debt I currently owe the University or by my failure to complete the withdrawal process. I accept full responsibility for any and all consequences of withdrawing from Houston Baptist University.

Student's Signature: _____ Date: _____

Course(s) Info:

Name of Course	Course #	Instructor Name	Last Date of Attendance

Approvals – Requires signatures.

Official Withdrawal Date: _____ Fall _____ Spring _____ Su _____ 20_____

Financial Aid: _____ Date: _____

Academic Success and Advising Center: _____ Date: _____

Please bring this form to the Academic Success and Advising Center, Brown Administration Building, room 110.

For Office Use Only: Processed by _____ Date _____	1/08
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