

NEWBURY COLLEGE

REQUEST FOR (check one)

FULL COLLEGE WITHDRAWAL LEAVE OF ABSENCE**

TO OFFICIALLY WITHDRAW FROM THE COLLEGE OR REQUEST A LEAVE OF ABSENCE, YOU MUST SUBMIT A COMPLETED COLLEGE WITHDRAWAL/LEAVE OF ABSENCE FORM TO THE REGISTRAR'S OFFICE. NON-ATTENDANCE DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL NOR DOES IT RELIEVE THE STUDENT OF HIS/HER FINANCIAL OBLIGATIONS.

Please note:

- Official withdrawal requires a signature from the following offices in this order: (1) Student Affairs (2) Financial Aid (3) Student Accounts and (4) Registrar.
- The date the College Withdrawal form is received in the Registrar's Office will be considered the official withdrawal date for the purpose of the tuition refund calculation.
- Students officially withdrawing from the College during a semester will receive a notation of "W" in all courses.

(please print clearly)

First name	Last Name	Student ID Number
Local Address		Phone Number
Permanent Address		Phone Number
Program	Current Semester	Semester Entered Newbury

**If you are requesting a Leave of Absence, please indicate the semester you plan to return: _____
(not to exceed one year)

For Full College Withdrawals, please check all that apply:

Resident Yes No Veteran's Yes No International Yes No Student Yes No
Student Benefits Student Athlete

Reason for Withdrawal (please check all that apply):

Academic Difficulties Want to be closer to home Transfer*
 Financial Did not like College life Employment
 Military Program not offered in field of interest
 Health Other _____

*If you are transferring to another college, please indicate the following:

Name of College Program

By signing this form and obtaining the signatures of the offices below, I acknowledge that I am voluntarily withdrawing from Newbury College. I understand that this action will change my enrollment status and that it is my responsibility to follow-up with each of these offices to resolve any outstanding obligations.

Student's signature _____

Student Affairs:	_____
Financial Aid:	_____
Student Accounts:	_____
Registrar:	_____

For Office Use Only

Processed by: _____ Date: _____