

Bates

Withdrawal Request Form

Office of Student Support and Community Standards

Today's Date:

This form must be completed and returned to the Office of Student Support & Community Standards in Lane Hall 103 to officially request a withdrawal from Bates College.

Student Information

Last Name

First

Middle

Bates Student ID Number

Academic Year

1. If on campus, you must meet with a member of the Office of Student Support & Community Standards staff. If off campus, this process may be completed either via phone or email.
2. Withdrawal effective _____.

Upon submission of this form to and approval by the Office of Student Support & Community Standards, we will notify the following Bates offices of your withdrawal from Bates College: Student Financial Services, Registrar's Office, Security & Campus Safety, and Residence Life. These offices will make the appropriate changes to your student bill, course registration, card access, housing assignment, and financial aid (if any). It is your responsibility to contact these and others offices to resolve any financial, academic, housing, or other obligations or concerns.

If you are on campus, you are required to meet with a representative of the Registrar's Office, located in Libbey Forum, to discuss your course credits, the process of transferring credits to another institution, and other points related to your withdrawal. The representative must sign below before a withdrawal will be processed. If you are not on campus, we recommend that you call the Registrar's Office at 207-755-5949.

Registrar's Office: _____

Date: _____

We also strongly recommend that you meet with a representative from Student Financial Services, located in Libbey Forum, to discuss how this decision will impact you financially. Withdrawing from Bates may impact your outstanding balance, financial aid, federal or private loans or other aspects of your financial situation. For students withdrawing during the semester, please refer to college refund policy here:

<http://www.bates.edu/financial-services/costs-and-payment/refund-policy-2/>

International Students:

If you are on campus, you are required to meet with Shirley Govindasamy, International Student & Scholar Services to discuss how your withdrawal will impact your Visa Status and your ability to stay in the United States.

Shirley Govindasamy: _____

Date: _____

A student in good academic standing who withdraws from the college may be reinstated at the discretion of the Senior Associate Dean of Students within two years of the withdrawal if there are no outstanding financial obligations to the college. In no cases are students readmitted when they have outstanding financial obligations to the college or are past due in federal student loan repayments. A student in good standing who has withdrawn for more than two years, a student not in good standing, or a student who has been dismissed from the college must petition for readmission to the Committee on Academic Standing. Students not in good standing or dismissed must be separated from the college for at least one full semester, and must provide evidence of serious purpose and of academic or professional involvement. Candidates for readmission for the Fall semester must submit their petitions by May 1. Those seeking readmission for the Winter semester must submit their petitions by November 15.

By signing this form, I request to be withdrawn as a matriculated student from Bates College.

Student signature: _____ **Date:** _____

SSCS approval: _____ **Date:** _____

Please return this form to the Office of Student Support & Community Standards in Lane Hall 103

FOR INTERNAL USE ONLY (to be completed by the Office of Student Support & Community Standards)

Reason for withdrawal: transfer (circle one)	personal financial	medical volunteer armed service	religious/missionary unknown other
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Comments / Details:

For withdrawals during the semester, provide the last known day the student attended a class if this is different from the withdrawal effective date in entry #2. The last day to attend classes will be used as the official withdrawal date for some purposes: _____. If different, please note the student's last date on campus as this date will be used for International Students' SEVIS updates and will affect student's ability to access facilities: _____.

Status of courses upon withdrawal: ___ withdrawn ___ deferred ___ completed

Transferring:

Academic concerns:

Social/Residential concerns:

Financial concerns:

Other: