

CLEAR CREEK BAPTIST BIBLE COLLEGE

WITHDRAWAL FORM

Please be sure ALL information is completed and ALL proper signatures have been obtained. The registrar will withdraw you as of the date indicated as your last day of classes. Once the registrar has completed your academic withdrawal, a copy of this form will be forwarded to the business office.

THE WITHDRAWAL PROCESS WILL NOT BE OFFICIAL UNTIL THIS FORM IS COMPLETED AND RETURNED.

Please Print

Today's Date: _____

I _____ am planning to withdraw from Clear Creek Baptist

Student's Printed Name

Bible College and my last day of classes will be on: _____

New Address: _____ Phone Number: _____

The following Clear Creek Baptist Bible College Faculty/Staff signatures are required for the withdrawal process. Their signature indicates that you have notified them and that they approve of your plans to withdraw.

THE WITHDRAWAL PROCESS IS NOT COMPLETE UNTIL ALL STEPS HAVE BEEN FOLLOWED AND ALL SIGNATURES OBTAINED.

1. Program Advisor: _____
2. Academic Dean: _____
3. Dean of Students: _____
4. Director of Library Services: _____
5. Business Office Supervisor: _____

Campus Housing Notifications:

I have notified the Physical Plant/Kelly Hall that I am withdrawing and that I will be moving out of campus housing and checking out on _____

A. Physical Plant Supervisor: _____

B. Kelly Hall Supervisor: _____

PLEASE NOTE:

- **You are responsible** for turning in ALL keys to the Physical Plant/Kelly Hall **before** vacating the premises.
- The Physical Plant will notify the Business Office if there are any charges or refunds to be assessed to your student account.
- The Business Office will send you a current statement within seven business day **after** you have completed the withdrawal process **and** vacated the premises.

***I understand that I am withdrawing from Clear Creek Baptist Bible College and I have completed the withdrawal process.**

STUDENT'S SIGNATURE: _____

PLEASE RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE.

OFFICE USE ONLY:

Withdrawal Process Completed: _____ Registrar's Signature: _____

Copy to Financial Aid Director: _____ All Professors Notified: _____