

Institutional Withdrawal Form

Purpose of this form: Use this form if you elect to withdraw completely from the Institute. You must complete the appropriate section of the “Institutional Withdrawal form.” Please have it signed and then submit it to the Registrar’s Office.

Last Name		First, Middle (if any) Name	
ID Number	SEVIS/I-20 # Not Applicable _____ STUDENT ID # _____	Program of Study Last Course/Semester Attended	_____ _____
Address: _____ <div style="display: flex; justify-content: space-between;"> Street City State Zip </div> Phone: _____ Personal E-mail: _____			

I would like to withdraw completely from the Institute. I read and understood the terms & conditions of institutional withdrawal and refund policy. Please indicate your reason for withdrawal from the Institute. (Check all that apply).

☐ Health Problems ☐ Financial Problems ☐ Academic Difficulties ☐ Employment Offer ☐ Family and/or other

☐ Transfer to another institution (specify the name, location, program of study & reasons):

Name of New School: _____ City: _____ State: _____

New Program of Study: _____

Please explain: _____

Student’s Signature: _____ **Today’s Date:** _____ **Planned Date of Withdrawal:** _____

Students: Please visit the offices listed below and obtain the appropriate signatures in order. Withdrawal requests will not be processed until all outstanding issues with the Institute are resolved. **International students with F-1 visa must consult with International Student Advisor before submitting this form.**

1. Dean / Program Chair or Academic Advisor _____ Date _____
Acknowledgement of student withdrawal

2. Library Services – *Verifying the student library account* _____
Date _____

Accounting Office – *Verifying the student financial account* _____ Date _____
3. ☐ Outstanding Balance _____
☐ Fellowship LDA: _____

4. Registrar’s Office – *Deactivating the student account* _____ Date _____
☐ Proof of LDA (transcript, or attendance report for current or prior course/term)

NOTE: Please consult the Accounting Office for details of the “Cancellation and Refund policy,” as it is subject to change without prior notice.

Office Use Only	
LDA: _____	Immediate Withdrawals: <input type="checkbox"/> (Students did not register and does not need signatures above)
Lecture: _____	
Fellowship: _____	

The details about the Institutional withdrawal policy can be found in the Institute academic catalog

Registrar’s Office: registrar@newlinesinstitute.org