

**BARRY UNIVERSITY
WITHDRAWAL []**

LEAVE OF ABSENCE []

**SCHOOL OF LAW
TRANSFER []**

SECTION I: STUDENT Information and Request

Student ID#: _____

PRINT NAME: _____

Social Security#: _____-_____-_____

DIVISION: ___ Full-time ___ Part-Time CURRENT STATUS: ___ 1L ___ 2L ___ 3L ___ 4L

Forwarding Address: _____

Personal Email: _____

Phones Work: _____ Cell: _____ Home: _____

Reason: _____

(If medical or extraordinary circumstances, please attach documentation)

I certify that the information given in this request is complete and accurate.

Date: _____

Signed: _____

Please take to the following departments for review and signature. Lastly, return to the Registrar's Office.

SECTION II: To be completed by the OFFICE OF FINANCIAL AID

- Yes No Student received financial aid.
 Yes No If student received a loan, student has completed the exit interview.
 Yes No Student has been counseled on Standards of Progress policies and how this withdrawal will affect future receipt of financial aid.

Date F.A. Counselor (Print Name) F.A. Counselor Signature Account Balance

SECTION III:

**Withdrawal or Transfer – Signed by Assoc. Dean of Student Affairs
Leave of Absence – Signed by Sr. Assoc. Dean of Academic Affairs**

Date: _____ By: _____

If student not present, how was information obtained? _____

SECTION IV: Return to the OFFICE OF THE REGISTRAR

Current Term: _____

Processed Date: _____

By: _____

- | |
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| <ol style="list-style-type: none">1. Notify Student of Approval (mail copy of signed petition)2. Notify Instructors (email)3. Notify Mentor (separate email)4. Notify Financial Aid & Attendance Clerk (separate email)5. Print Schedule, Grade-out Courses, Print Final Transcript6. Put on Hiatus in Colleague7. Remove from Active Student Listing8. Pull Mailbox9. Archive File |
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