



# Withdrawal from SHC

This form is intended for students who wish to withdraw from all courses in the middle of a term for which they are enrolled. For questions about student status or withdrawing please contact Student Advising Services at 251-380-3470.

**THIS FORM SHOULD BE TURNED INTO THE REGISTRAR'S OFFICE.**

First Name	Last Name	Student ID #	Last Date of Attendance in Class	
Home Address		City	State	Zip Code

Are you in good academic standing?

Yes  No

Do you have any pending disciplinary cases?

Yes  No

**INTENT TO RETURN** Students can be granted a Withdrawal Leave of Absence for two reasons. Students must submit additional proof and/or a letter explaining their individual situation to be approved for a Leave of Absence. These students must clear their withdrawal from the offices listed below. Depending on the situation, students may also be required to submit proof of their ability to return. Students granted a Withdrawal Leave of Absence will go through the Readmit Process.

**Medical Withdrawal** Students seeking a Withdrawal Leave of Absence for Medical Reasons will work with Student Affairs to coordinate their withdrawal and re-entry. Additional proof will be required to withdraw and to re-enter.

Approval: VP for Culture &Community \_\_\_\_\_ Date \_\_\_\_\_

**Military Duty Withdrawal** Students who are called to military duty in the middle of a term must request their withdrawal and Leave of Absence through the Provost's office. Additional proof and a letter of request with intended date of return are required.

Approval from the Provost's Office \_\_\_\_\_ Date \_\_\_\_\_

**PERMANENT WITHDRAWAL** Students who are not withdrawing for an approved absence are seeking a permanent withdrawal from the college. These students must complete an [Exit Survey](#) and clear their withdrawal from the offices listed below. These students must complete the Re-Admission Process if they wish to return to Spring Hill at a future date.

You must be cleared by the following offices (signatures required):	
Academic Support and Advising	_____ Date _____
Financial Aid	_____ Date _____
Student Accounts	_____ Date _____
Office of Student Affairs	_____ Date _____
Academic Affairs/Provost	_____ Date _____

Because you are withdrawing during the semester, an adjustment of your financial aid may be necessary. A federal calculation will determine the % of aid earned that you may keep to apply to your student account. If you owe a balance on your student account, you must pay it in full prior to returning or obtaining a transcript to attend another college.

Please know that if you have borrowed money through a student loan while enrolled, you must complete an exit interview. For direct subsidized or unsubsidized loans go to [www.studentloans.gov](http://www.studentloans.gov).

Student's Signature	Date	Phone #
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**OFFICE USE ONLY – to be completed by the Registrar's Office**

Major	Class	Advisor	Reason for Leaving
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