



# College Withdrawal Form

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

A student withdrawing from Trinity College must secure a signed College Withdrawal Form from the Faculty Advisor in order to officially withdraw. The official withdrawal date will be the date the form is signed by the Faculty Advisor. If a student leaves without properly processing a withdrawal, the official withdrawal date will be the date which Trinity College becomes aware of the student's withdrawal, or the midpoint of the term, whichever is earliest. Students who do not follow the withdrawal process may be assigned a grade of "F" and refunds will not be granted. Transcripts will not be issued unless all financial obligations to the college are met.

## STUDENT

I wish to withdraw from the \_\_\_\_\_ Program at Trinity College of Nursing & Health Sciences.  
The reason for my withdrawal:

\_\_\_\_\_

I have read the Refund Policy in the College Catalog.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADVISOR/ADMINISTRATOR

Reason for Withdrawal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Date of Attendance if known: \_\_\_\_\_

Is Student registered for courses in upcoming term?

Yes  No (If Yes, please drop via portal)

Is Student currently enrolled in Gen Ed classes?

Yes  No

(If yes, do not complete form until within one week of end of term)

Add/Drop Form completed

Photo Badge returned

Advisor Signature: \_\_\_\_\_

Date \_\_\_\_\_

## FINANCIAL AID SPECIALIST

Financial Aid Policies reviewed

Exit Interview conducted/mailed

NSLDS Updated

Official Withdrawal Date \_\_\_\_\_

Financial Aid

Specialist Signature: \_\_\_\_\_

Date \_\_\_\_\_

## BURSAR

Charges Paid in full

Transcript Policy reviewed

Bursar Signature: \_\_\_\_\_

Date \_\_\_\_\_

## ADMINISTRATIVE ASSISTANT

Notification of badge code removal from doors

Admin. Asst. Signature: \_\_\_\_\_

Date \_\_\_\_\_

## CONFIRMATION OF WITHDRAWAL

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Services Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Removed from MLI List

White Copy - Student File

Yellow Copy - Advisor

Pink Copy - Student