



Office of the Dean
4500 Massachusetts Avenue, NW • Washington, DC 20016
PHONE 202-885-8611
EMAIL deansoffice@wesleyseminary.edu

PERMANENT WITHDRAWAL POLICY

Permanent withdrawal applies whenever a student has decided to discontinue attending Wesley Theological Seminary for two or more consecutive semesters. This includes students who have a medical condition or are in a situation that makes it impossible for the student to remain in a degree program at the Seminary.

When a withdrawal is approved:

1. If enrolled in courses for the current semester, the student will be allowed to withdraw without receiving credit for the semester. After the end of the second full week of courses, the grade will be a "W." Contact the Office of the Registrar at (202) 885-8650 or registrar@wesleyseminary.edu for more information.
2. Tuition charges will be prorated based on the percentage of the semester actually attended. Students enrolled in NC-001 for the applicable semester will be eligible for refund of the \$100 Continuing Enrollment fee. If the student lives on-campus, room and board charges will be prorated once the room has been vacated. Contact the Business Office at (202) 885-8662 or businessoffice@wesleyseminary.edu for more information.
3. Proceeds from financial aid (scholarships, grants, student loans) will be prorated according to a formula set by the Financial Aid office as well as the Federal government. If you receive financial aid, Federal Law requires that you set up an exit interview with the Financial Aid office. Contact Financial Aid at (202) 885-8663 or financialaid@wesleyseminary.edu to schedule this interview.
4. Remaining proceeds from student loans will be returned to the lender, if required. Scholarship support (both merit awards and need-based grants) will be prorated to cover semester charges.

Permanent withdrawal from the Seminary will require the student to reapply for admission as a new degree-seeking student if the student wishes to return to his or her studies. Contact the Admissions Office at (202) 885-8659 or admissions@wesleyseminary.edu for more information.

THIS SECTION FOR DEAN'S OFFICE ONLY

An exit interview is requested when a student withdraws from the Seminary. In general, the exit interview is conducted by the Associate Dean for Campus Life (Dr. Asa Lee, alee@wesleyseminary.edu, x8614) or the Academic Dean (Dr. Philip Wingeier-Rayo, deansoffice@wesleyseminary.edu, x8611). Signature below indicates an exit interview has been performed.

Date of Exit Interview: _____ Conducted by: _____

If a personal exit interview was not conducted, notification of withdrawal was received by

Attached Letter or E-mail
 Telephone
 Other _____ Date _____ By _____

Last date of class attendance: _____ GPA _____ Credit Hours Completed _____

Billing Instructions: _____

Other Instructions: _____

Dean Signature _____

Date _____

Instructor(s)
 Office of Registrar

COPIES SENT TO:

Business Office
 Financial Aid Office

Student

PERMANENT WITHDRAWAL FROM SEMINARY

Instructions:

1. **Read** Wesley's policy on permanent withdrawals, explained on the back side of this form.
2. Deliver signed and completed form to the Dean's Office. A Dean will contact you to schedule an exit interview. **Withdrawal will not be processed until this interview has occurred.**
3. If you receive financial assistance or student loans, Federal Law requires that you contact the Office of Financial Aid (202-885-8663, financialaid@wesleyseminary.edu) to set up an exit interview. **Please note that financial aid awarded for semester in which student withdraws must be returned to the lender.**

Name _____ Address _____ _____ _____ Email _____	Wesley ID _____ Date of Birth <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px;">/</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">9</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> (mm / dd / yyyy) Campus Box _____ Phone _____ <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell			/			/	1	9		
		/			/	1	9				

Select one:		Select one:	
<input type="checkbox"/> Resident	<input type="checkbox"/> Commuter	<input type="checkbox"/> Full-Time Student	<input type="checkbox"/> Part-Time Student

Reason(s) for Withdrawal: _____

(you may attach an additional sheet or other supporting documentation)

I received financial aid from Wesley.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I received financial aid from other sources.	<input type="checkbox"/> No <input type="checkbox"/> Yes
I plan to return to Wesley.	<input type="checkbox"/> No <input type="checkbox"/> Yes
Date: _____	
I am transferring to another seminary.	<input type="checkbox"/> No <input type="checkbox"/> Yes
Name: _____	

Student Signature _____ Date _____