



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 or the Academic Dean (. 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 \_\_\_\_\_

<input type="checkbox"/> Instructor(s) <input type="checkbox"/> Office of Registrar	COPIES SENT TO: <input type="checkbox"/> Business Office <input type="checkbox"/> Financial Aid Office	<input type="checkbox"/> 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;">1</td> <td style="width: 20px; height: 20px;">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 \_\_\_\_\_