Official Request for Withdrawal Form

A student may withdraw from a degree program by written request. In order for a student to be officially withdrawn from the school, a “Request for Withdrawal” form – available Online, or in the Registrar’s office – is required to be completed and filed with the Registrar. If the student wishes to re-enter BST (with a break not longer than one academic year), he/she must re-apply to the Office of Admissions. If any curriculum changes have occurred during the absence of a student who has withdrawn, it is the prerogative of the Admissions Committee, in consultation with the faculty, to determine which curriculum requirements shall apply in the case of the re-admitted student. A student who is withdrawn may be asked to re-apply.

Veterans: The Veteran's Administration will be advised within 30 days of the date of withdrawal, which will be the date the Dean of the Faculty signs this form. When a student is withdrawn, veteran's benefits will be discontinued, and any further certification of benefits terminated.

For Financial Aid purposes, the Admissions Office will perform a Title IV Return of Funds Calculation and have students with federal loans undergo a Loan Exit interview.

Student Legal Name: ________________________________
Student Preferred Name (if Used): ______________________
ID #: ______________________________________________
Phone: __________________ E-mail: _______________________
Program: __________________ Advisor: ___________________
I am requesting to withdraw from the program _______________
(Semester and Year)
Began Program __________________ Did you receive financial aid this year? __________________
(Semester and Year) (List what kind)
Have you ever received financial aid: __________________
(List what kind)
Reasons for request: _______________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
(You may attach a letter if you prefer)

Student’s Signature: ____________________________ Date: __________________
Advisor’s Signature: ____________________________ Date: __________________
Academic Dean Signature: ______________________ Date: __________________
Director of Business Administration Signature: __________________ Date: ______________
Registrar’s Signature: __________________________ Date: __________________