



**OFFICIAL SCHOOL WITHDRAWAL FORM**

Term & Year \_\_\_\_\_

(To be used only when withdrawing from Erskine Seminary; if withdrawing only from one or more—but not all—courses, use the Official Course Withdrawal Form)

Please **PRINT** legal name in full \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

ETS E-mail \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

If it becomes necessary for you to withdraw from school entirely (i.e., no longer be a student at Erskine Seminary), it is your responsibility to submit this official School Withdrawal form to the Dean’s Office. The effective date will be the date the notice is received in the Dean’s Office. Failure to attend classes does not constitute withdrawal from school; neither can professors withdraw you from courses. If you do not submit an official School Withdrawal Form, you will receive failing grades in all courses at the end of the semester or term and you will receive no refund of tuition or fees.

If you withdraw from the all courses at the Seminary prior to the drop/add deadline in a given semester or term, a refund of tuition will be made except for \$100, which will be retained to cover the cost of enrollment. After the drop/add deadline, refunds of tuition for withdrawal from the Seminary will be made in accordance with the applicable schedule for refunds governing courses from which one has withdrawn, as described below. Refunded monies will be allocated in the following order of priority: FFEL programs, institutional funds, and direct student payments. Once the semester or term has begun, no fees are refundable regardless of the reason for withdrawal. No refund for tuition, room, board, or fees will be made to a student who is asked to withdraw for academic or disciplinary reasons.

In addition, you will not be considered to have withdrawn from the Seminary in good standing until you have paid all outstanding accounts, have returned all library books you have checked out, and have turned in your ID card, keys, key fobs, and other institutional property.

**NOTE:** Students **must** contact Financial Aid at [etsfinancialaid@erskine.edu](mailto:etsfinancialaid@erskine.edu) **prior to** submitting Withdrawal forms to the Dean’s Office as withdrawal will affect scholarships/loans/VA benefits.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Director’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean’s Signature \_\_\_\_\_ Date Received \_\_\_\_\_

Registrar’s Signature of Receipt \_\_\_\_\_ Date Processed \_\_\_\_\_

**Office of the Registrar • Erskine Theological Seminary • P.O. Box 668, Due West, SC 29639  
864.379.8779 • Toll Free 877.811.8117 • Fax 864.379.8884 • registrar@erskine.edu**