Pillar College

WITHDRAWAL / LEAVE OF ABSENCE FORM

- The student requesting a Withdrawal or Leave of Absence must contact the Financial Aid and Business Offices to determine how financial accounts will be impacted.
- If you are currently in the midst of taking a course, you are fully accountable for your course work. You should continue to go to classes and to write tests and examinations until you are notified of the outcome of the petition.

Student Name ___________________________ Student ID: ___________________________

Preferred method of confirmation: □ Mail to address on file □ Student Email: ___________________________

I. Withdrawal from individual course (requires Instructor Approval)

Course Title: ___________________________ Instructor: ___________________________

Reason for Withdrawal: ___________________________

II. Leave of Absence (If courses still in progress, requires Financial Aid and Business Office Approval)

Last date of attendance: ___________________________ Expected Return Date: ___________________________

Reason for Leave of Absence: ___________________________

III. Withdrawal from Pillar College

(If courses still in progress, requires exit interview with Financial Aid and Business Office)

Reason for Withdrawal: ___________________________

Withdrawal from Course Policy

Students who withdraw from a course between the second week of classes and mid-term receive a grade of "W" (withdraw). Students who drop a course after mid-term will receive a grade of "WP" (withdraw passing) or "WF" (withdraw failing). No credit or quality points will be assigned. Students who fail to notify the Registrar of their intentions to withdraw will receive a grade of "F" for the course. Requests to withdraw after the deadline will require Academic VP / DEAN approval (see academic calendar for deadline dates).

I have read the petition from thoroughly and understand all the requirements stated herein:

Student’s Signature: ___________________________ Date: _____________

Return this form to the Registrar’s Office at Pillar College: 60 Park Place, 20th Floor, Newark, NJ 07102. Fax to 973-242-3282.

ADMINISTRATIVE ACTION

Program Director or Dean ___________________________ □ Approved □ Denied Date: _____________

Comments: ___________________________

Financial Aid Staff: ___________________________ □ Approved □ Denied Date: _____________

Comments: ___________________________

Registrar: ___________________________ Date Received: _____________