



7301 Germantown Avenue, Philadelphia, PA 19119

Office of the Registrar

Telephone: 215-248-6305

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Email: registrar@ltsp.edu

### WITHDRAWAL FROM SEMINARY

Name (please print): \_\_\_\_\_

I wish to withdraw from my enrollment in the \_\_\_\_\_ degree program, effective \_\_\_\_\_ (date).

My withdrawal is for the following reason(s) (check all that apply):

Transfer to the following school: \_\_\_\_\_

Relocation

Financial Hardship

Other: \_\_\_\_\_

\_\_\_\_\_

If you are currently taking courses, what is your plan for those courses?

\_\_\_\_\_

\_\_\_\_\_

If you currently reside in campus housing, what is your plan for vacating your residence?

\_\_\_\_\_

\_\_\_\_\_

I have discussed this matter with (check all that apply):

My advisor: \_\_\_\_\_

Dean

Coordinator of Seminary Services

Director of Graduate Studies

Housing Coordinator

Financial Aid Director

Business Office

Library Staff

Other(s): \_\_\_\_\_

My forwarding address is: \_\_\_\_\_

\_\_\_\_\_

My email address is: \_\_\_\_\_

**IMPORTANT:** All outstanding obligations to the Business Office and Library are to be resolved prior to your withdrawal. Students with student loans are required to consult the Financial Aid Officer. Campus housing is to be vacated in timely fashion (consult Housing Officer), and keys must be returned. Any resumption of studies will necessitate your going through the entire Admissions process, and you will need to meet the degree standards in effect at the time of readmission. This may entail loss of credits due to changes in standards or to lapse of time.

I understand the above and have complied with stated requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_