



**HELLENIC COLLEGE &
HOLY CROSS
GREEK ORTHODOX
SCHOOL OF THEOLOGY**

- OFFICIAL
WITHDRAWAL
- OFFICIAL LEAVE
OF ABSENCE

50 Goddard Avenue, Brookline, MA 02445

A student voluntarily leaving the College is required to fill out this form and file with the Registrar's Office. Failure to do so will result in the loss of refundable monies and/or the opportunity for re-entry at a later date

PLEASE READ CAREFULLY THE INSTRUCTIONS ON THE REVERSE SIDE

LAST NAME	FIRST	MIDDLE	HELLENIC COLLEGE <input type="checkbox"/> HOLY CROSS <input type="checkbox"/>	YEAR OF GRADUATION
PERMANENT HOME ADDRESS:			SOCIAL SECURITY NUMBER:	
CITY	STATE	ZIP CODE	TODAY'S DATE	GENDER <input type="checkbox"/> M <input type="checkbox"/> F
EFFECTIVE DATE OF WITHDRAWAL OR LEAVE OF ABSENCE	/ /	YOUR MAJOR OR PROGRAM		ID NUMBER

PLEASE GIVE YOUR REASON FOR WITHDRAWING OR REQUESTING A LEAVE OF ABSENCE:

- MEDICAL FINANCIAL PERSONAL TRANSFERRING DISSATISFACTION (PLEASE EXPLAIN) OTHER (PLEASE EXPLAIN)

DO YOU PLAN TO RETURN? YES NO IF KNOWN, WHEN?

DO YOU PLAN TO CONTINUE STUDIES ELSEWHERE? YES NO IF KNOWN, WHERE?

ADVISOR'S SIGNATURE _____	DATE _____	STUDENT'S SIGNATURE _____	DATE _____
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YOU ARE REQUIRED TO RETURN THIS FORM TO THE REGISTRAR'S OFFICE WITH THE FOLLOWING SCHOOL OFFICIALS' SIGNATURE:		ACTION
REGISTRAR	FINANCIAL AID	
CONTROLLER	DEAN OF STUDENT AFFAIRS	
LIBRARIAN	ACADEMIC DEAN	

WITHDRAWALS

If a student desires to withdraw voluntarily from the School, he/she must secure an application for withdrawal from the Registrar.

If withdrawal takes place after the eighth (8) week of instruction, the marks of "WP" (Withdrew-passing) or "WF" (Withdrew-failing) will be entered on his/her transcript. Credit will not be granted.

In the case of a minor, withdrawal will not be permitted without written consent from the parents or guardian.

A student who fails to withdraw in the prescribed manner will not be entitled to an honorable dismissal nor to any refund, and will receive the marks "WF" on all courses carried.

Notations will be entered on the permanent transcript as to the standing of the student at the time, such as "withdrew while disciplinary action pending", etc.

Reinstatement after withdrawal must be made through the Office of Admissions. If the period the student has been absent from the College is one (1) semester or less, then he/she may be admitted by reactivating and reviewing his/her original application for admission. If the period exceeds one (1) semester, then a complete new application for admission must be filed.

LEAVES OF ABSENCE

The School only for extraordinary circumstances grants leaves of Absence over which the student and the College have no control.

A leave of absence granted for medical reasons must have certification by a physician, that the student is actually unable to meet the normal student activities required.

Procedures for applying for a leave of absence are the same outlined in the section above under Withdrawals.

A leave of absence will be granted for one (1) semester, up to a total of two (2) semesters. No student may have a leave of absence longer than two (2) semesters during his/her years at the College, subject to review by the Academic Dean.

A student on a leave of absence may not enroll at another school during that period since he/she is technically still a student at the College. Failure to observe this regulation will result in disciplinary action.

The effective date for withdrawals and leaves of absence is the date the application is filed with The Registrar.