

Bethany Divinity College and Seminary

Mailing Address: P.O. Box 1944 • Dothan Alabama 36302 / 9317 East State Hwy. 52 • Webb, Alabama 36376
Ph. (334) 793 - 3189 • Fax (334) 793 - 4344

WITHDRAWAL FORM

OFFICE OF THE REGISTRAR

Student Name (First) (Middle) (Last) Student ID#

Student Address Apt #

City State Zip Code Home Phone #

Reason

This form is to withdraw from Bethany Divinity College and Seminary immediately and permanently. This form is NOT for dropping or withdrawing from a course or changing degree programs. Please see the Office of Admissions to do either of these.

Please initial the appropriate space:

I am applying for withdrawal within 30 days of enrollment and am requesting a refund or partial refund of monies paid if eligible

I am applying for withdrawal after 30 days of enrollment and understand that I am not eligible for a refund and that I am responsible for any financial obligations to the school

My signature below affirms the following statements are true:

- I declare my intent to withdraw from all academic programs and courses at Bethany Divinity College and Seminary. I do not intend to return and understand that all future courses will be dropped in all programs.
- I authorize a copy of my transcript be sent to the above listed address.
- *I realize that withdrawal does not alleviate any of my current financial obligations to the institution.*

Student's Signature

Date

Registrar

Date

This request will be processed upon receipt in the Records Office as follows:

- Enrollment Status will be changed to University Drop.
- Considered immediately withdrawn from the College.

Procedure for Withdrawal

Students finding it necessary to withdraw from their courses of study should contact the office in writing. Ceasing to submit lesson assignments or failing to attend classes does not constitute withdrawal. Neither does it relieve students using tuition payment plans from their financial obligations to the school. When applicants sign their application forms, they are signing a legal contract with Bethany Divinity College and Seminary.

Financial / Refund Information

Students wishing to withdraw from the college or drop a program of study must do so within 30 days after receiving the course materials. Such students must call and notify the school of their intent to withdraw, secure approval, follow-up in writing, and return the packet of materials. If this procedure is followed, all monies paid to the college will be returned except the \$50.00 application/evaluation fee, the \$60.00 matriculation fee, a \$50.00 withdrawal fee, and the \$35.00 PLA fee. If a student withdraws without the consent of the college president or dean, or if the withdrawal is requested after the 30 days have expired, no refund will be made.

Bethany's tuition is kept to an absolute minimum in an effort to put a Bible education in reach of any serious minded student. The following charges, fees and the appropriate tuition will be required for each program:

NOTE: To audit courses on-site, students must pay the \$50.00 enrollment fee plus \$30.00 per semester hour credit. They are entitled to all in-class hand outs.

Refunds of tuition is as followed:

- From 11-17 days from enrollment 80%
- Form 18-23 days from enrollment 60%
- From 24-30 days from enrollment 40%
- After 30 days from enrollment 0 %

Students are reminded that signing the Application constitutes a legal contract with Bethany Divinity College and Seminary.

NOTE: The following is the cost of the fees at the time of enrollment.

Academic Fee	\$90.00
Application/Evaluation Fee	\$50.00
Matriculation Fee	\$60.00
PLA Fee	\$35.00
Graduation Fee	\$175.00
Tuition Per Semester Credit Hour. . .	
Undergraduate Level	\$80.00
Master's Level	\$90.00
Doctoral Level	\$100.00