



# Notice of Intention to Withdraw\*

A student who wishes to withdraw from a program is to notify the Registrar of his/her intentions. Students who withdraw are still responsible for satisfying all financial obligations to the College and Graduate School. Students who fail to meet financial obligations will not receive academic transcripts.

Grades of **WP** or **WF** shall be placed on the student's transcript for the courses in which the student was enrolled based on their course grades at the time of withdrawal.

A student who withdraws without officially notifying the Registrar shall be administratively withdrawn. A grade of **I** (incomplete) shall be placed on the student's academic transcript for the remaining courses in their program, unless the *Academic Dean* specifies that **WF** (withdraw failing) be posted.

**Today's Date:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mail or Fax this form to:**

**LOGOS Christian College and Graduate Schools**  
6620 Southpoint Drive South  
Suite 302  
Jacksonville, FL 32216  
**Fax:**904:527-3581

\*Please review the **LOGOS Refund Policy** in the catalog.

**Note:** *Students may reactivate their program within 2 years of withdrawal by agreeing to the reactivation policy in place at the time of their reactivation.*