

BIOLA UNIVERSITY, OFFICE OF THE REGISTRAR
DEPARTURE FORM INSTRUCTIONS

INSTRUCTIONS: *Please follow the instructions and guidelines in the order listed below*

- Obtain a **Departure Form**. Download the form online at: http://biola.edu/admin/registrar/registrar_forms.cfm (Paper copies are available in the Registrar's Office.)
- Bring your Departure Form to the Registrar Data Entry counter to see if your classes need to be dropped or adjusted. Keep in mind the University tuition refund schedule. Your tuition refund, if applicable, will be based on your departure date.
- Visit the Financial Aid Office. If you have financial aid, your aid will be adjusted based on your class attendance. This process may take up to 30 days. If you have any questions about how your aid will be adjusted please take time to meet with a Financial Aid Counselor. **Students with Stafford Loans need to complete exit counseling at:** <http://biola.edu/offices/accounting/exitloan/>
- Complete an IN PERSON check out with the Housing Department if you live on campus or are contracted for housing for the current semester.
- Cancel your meal plan with Auxiliary Services. If you have a meal plan please take the Departure Form to Student Services building. If you are unable to come to campus you may email the department at: carolyn.white@biola.edu . You will be responsible for all meal plan charges until you cancel it.
- Check your online library account for any unreturned items and unpaid fines at: www.biola.edu/admin/library/ You are responsible for any outstanding charges.
- Return your Parking Permit to Campus Safety for a partial refund if you are departing prior to the end of the semester. You are responsible to appeal and/or pay any outstanding parking tickets prior to your departure from the University.
- Meet with an account counselor in the Accounting Department before departing from the University. It is highly recommended that this be done in person if possible. Students with loans may complete exit loan counseling at: www.biola.edu/admin/accounting/exitloan.cfm
- All International Students** must schedule an appointment to see Biola University's Immigration Advisor, Ranjini Gnaniah, in the Office of the Registrar.
- Turn in your mailbox key if you attend Talbot or the School of Intercultural Studies and obtain a signature from the secretary. Undergraduate students should check out with the Department of their major.
- Submit your completed Departure Form to the Office of the Registrar. Failure to submit this form within the two week time frame may forfeit your enrollment deposit and impact the refund appropriate to your last date of class attendance.

DEPARTURE FORM

*** Please Fill Out Completely** (Please print using pen)

Student ID# _____ Undergrad Major/Grad Program _____ Undergraduate BOLD Graduate
 Name _____
Title Last First Middle Social Security #

Permanent Address

Number Street Apt. #

City State Zip Country

Permanent Phone #

Billing Address (If different from permanent address)

Number Street Apt. #

City State Zip Country

Billing Phone #

E-mail Address (If different from BUBBS) _____

*** Answer the following questions**

- If presently enrolled, do you plan to complete your current courses?
 Yes **STOP! Submit your Departure Form at the end of the semester**
 No Enter last date of class attendance: ____/____/____ (Departure Form must be submitted within 2 weeks of this date)
MM DD YY
- If pre-registered for a future term, do you plan to return for the pre-registered term? Yes No
- Do you plan to return?
 Yes If yes, when do you plan to return? Fall Spring Summer Inter (Year) ____
(Re-admission is necessary for all returning students. If you plan to return, remember to apply for re-admission through the Admissions Office.)
 No Please let us know why in the remarks section below
- Are you an employee of Biola University? (Not applicable to student workers) Yes No

*** Obtain the following signatures** (Signatures should be obtained in the order listed. All signatures are required.)

- | | |
|--|---|
| 1.) Course Withdraw
<small>Office of the Registrar, Metzger Middle East</small>
2.) Financial Aid (required of all students)
3.) Housing
<small>Refund Amount \$ _____</small>
4.) Auxiliary Services
<small>Meal Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No ID collected? <input type="checkbox"/> Yes <input type="checkbox"/> No Refund Amount \$ _____</small> | 5.) Go to appropriate office listed below:
<small>SICS Graduate Students: Return mailbox keys to SICS Receptionist
 Talbot Students: Return mailbox keys to Talbot Receptionist
 Undergraduate Students: Check out with your Major Department</small>
6.) Accounting Department
<small>Student account balance \$ _____
 Loan Exit counseling complete for Perkins, Nursing or Biola Loan <input type="checkbox"/> Yes <input type="checkbox"/> No
 <input type="checkbox"/> NA Release Transcripts <input type="checkbox"/> Yes <input type="checkbox"/> No</small>
7.) International Students
<small>See Immigration Advisor</small>
8.) Office of the Registrar
<small>Turn in completed card</small> |
|--|---|

*** Provide your signature** (by signing, you agree to pay any remaining balance): _____ / ____ / ____
MM DD YY

*** Reason for Departure**

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Academic performance | <input type="checkbox"/> Doctrinal disaccord (specify) | <input type="checkbox"/> Health/Medical | <input type="checkbox"/> Rules discord (specify) |
| <input type="checkbox"/> Break from school (specify) | <input type="checkbox"/> Employment | <input type="checkbox"/> Marital plans | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Credential completed | <input type="checkbox"/> Finances | <input type="checkbox"/> Transfer (specify) | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Decline to state reason | <input type="checkbox"/> Graduation: Date _____ | <input type="checkbox"/> Program not offered here | |

REMARKS: _____

DATA ENTRY USE ONLY					
<input type="checkbox"/> Address	<input type="checkbox"/> FIXTCD	<input type="checkbox"/> Degree-Dtl	<input type="checkbox"/> School-Dtl	<input type="checkbox"/> Y flag	<input type="checkbox"/> N
<input type="checkbox"/> Student Status _____	<input type="checkbox"/> Withdraw Code _____	<input type="checkbox"/> Term(s) deleted _____			
<input type="checkbox"/> Class(es) dropped from _____ term(s)		<input type="checkbox"/> Withdraw Term _____			
<input type="checkbox"/> Departments notified	Initials _____ Date _____	<input type="checkbox"/> Form Processed	Initials _____ Date _____		