

WITHDRAWAL from College  
Mid-Atlantic Christian University

**REFUND and Grade of 'W' ELIGIBILITY:** Students who fail to formally withdraw from college by completing the process below are not eligible for refunds of tuition, deposits, or room and board. The Student's transcript will also reflect a grade of F for each course.

**Procedure:**

*Complete page two and complete Exit Interviews in this order:*

1. Complete an Exit Interview with the VP for Student Life.  
*(Office #105, Ken Greene; 334.2019)*
2. Complete an Exit Interview with the Financial Aid Administrator.  
*(Welcome Center, Lisa Pipkin; 334.2020)*
3. Complete an Exit Interview with Library Circulation Manager.  
*(Library, Frank Dodson; 334.2048)*
4. Complete an Exit Interview with the Registrar. *(Office #117, Joan Sawyer; 334.2012)*
5. Complete an Exit Interview with the Accounts Manager in the Accounts Office.  
*(Wilkinson Hall, Carol Stuart; 334.2012)*
6. *Resident students:* complete a room vacating form to be eligible for any refund of housing deposit. *(Obtained from Resident Hall Director)*

*See Accounts Manager for a complete refund policy/schedule.*

