



LIGHTHOUSE CHRISTIAN COLLEGE

OFFICIAL STUDENT WITHDRAWAL FORM

Withdrawal from Lighthouse - Students may withdraw from the College as late as one week before the last week of classes. After this time, official documentation should support an emergency beyond the control of the student. An official withdrawal form must be executed during the term for which the student wishes to withdraw from the College. The effective date of the withdrawal is the student's last date of attendance according to faculty records.

Failure to adhere to these procedures will result in a grade of "F" in all courses in which the student is registered.

Step 1. Student - Complete the following fields

Effective Term: _____
Term and Year

Date Reported to the Registrar's Office: _____

Name: _____
(Last Name, First Name)

Student ID #: _____

Student E-mail: _____

Reason for Withdrawal: ☐ Academic ☐ Family ☐ Work/Class Conflict ☐ Medical
 ☐ Transferring ☐ Financial ☐ Other

If you are transferring to another school, please indicate which school _____

Student's Signature _____

Phone Number _____

Step 2. Student - fill in the Course Prefix and Title and the Professor's name

Course Prefix and Title	Professor's Name	Last Date of Attendance

Step 3. Student: Collect the following two (2) required department signatures and e-mail completed form to the Registrar's Office. E-mail: M.Magallanes@LighthouseCollege.us

Student Advisor

Student Accounts Officer

REGISTRAR'S OFFICE USE ONLY

Date Received: _____

Processed by: _____

Date Processed: _____

Official Withdrawal Date: _____