BELCROFT UNIVERSITY

Waters Edge Office Center, 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759

admissions@belcroftuniversity.com

+1 (813) 772-3772

Program Withdrawal Form

Students who plan to withdraw, transfer, discontinue studies, or otherwise leave the university before completing their academic program must submit this form. Submission of this form allows the university to update academic records and, when applicable, immigration records.

Exit Deadlines & Timing

Students should submit this request before their intended exit date. International students in F-1 status should consult the Designated School Official (DSO) prior to withdrawal or transfer to ensure compliance with U.S. immigration regulations.

Student Information

Student Name	
Student ID	
Current Program	
Current Academic Status	
Requested Exit Date	_____ /_____ /_____
Request for Exit	☐ Transfer to Another Institution ☐ Personal Reasons ☐ Medical Reasons ☐ Financial Reasons ☐ Employment Opportunity ☐ Family Emergency ☐ Military Service ☐ Other
Personal Email	
Phone Number	

Forwarding Address

Comments

Student Signature _____ **Date** _____ / _____ / _____

To Be Completed By University Official

Student has completed all required exit procedures	☐ Yes ☐ No
Outstanding Financial Obligations	☐ None ☐ Pending
University Property Returned	☐ Yes ☐ No

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Student has completed all required exit procedures	☐ Yes ☐ No
Outstanding Financial Obligations	☐ None ☐ Pending
University Property Returned	☐ Yes ☐ No
Academic Records Updated	☐ Yes ☐ No

For International Students

SEVIS Record Updated	☐ Yes ☐ No ☐ Not Applicable
Transfer-Out Authorized	☐ Yes ☐ No ☐ Not Applicable
Student is approved to exit the university	☐ Yes ☐ No

University Official Signature _____ **Title**_____

Date _____ / _____ / _____

Notes:

- All university property, including identification cards, library materials, keys, and equipment, must be returned before the exit process can be completed.
- Students are responsible for clearing any outstanding financial obligations, including tuition, fees, fines, and housing charges, prior to departure.
- Official transcripts and academic records may be withheld until all required exit procedures and university clearances have been completed.