

**SAINT CHARLES BORROMEO SEMINARY**  
**School of Theological Studies**

Students may withdraw from a course no later than one week before the final examination. Notice of withdrawal must be submitted to the Dean of the School of Theological Studies in writing. **Notifying the instructor does not constitute an official withdrawal.** Failure to officially withdraw may result in a grade of "F" on your transcript.

**Refund Policy**

Please see St. Charles Borromeo Seminary Catalog, STS section

Please use the form below when withdrawing from a course.

**School of Theological Studies**  
**Withdrawal Form**

Last 4 digits of Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Semester (circle one):    Fall            Spring            Summer            Year: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_