

# ACADEMIC RECORDS COLLEGE WITHDRAWAL FORM

Date: \_\_\_/\_\_\_/\_\_\_

Return the completed form to:

Academic Records Office  
Bunker Hill Community College  
250 New Rutherford Avenue, B204  
Boston, MA 02129

scan and email to: records@bhcc.mass.edu  
fax to: 617-228-2082

PLEASE PRINT CLEARLY

**SEMESTER:**

Spring 20\_\_\_\_\_     
  Summer 20\_\_\_\_\_     
  Fall Semester 20\_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

BHCC ID# \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_  
Date of Birth

Are you a Veteran: Yes  No

**INDICATE THE FOLLOWING REASON(S) FOR YOUR LEAVING BHCC (Check as many as apply):**

Academic     
  Employment     
  Financial     
  Personal Circumstances  
 Other (Please specify) \_\_\_\_\_

**SIGNATURE:**

Student: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

By following the formal withdrawal process, you have the opportunity to return to the College in the future without academic penalty. To return to the College, you must reapply to the Admissions Office. If you stay away for two or more consecutive semesters, you will follow the catalog program requirements in effect at the time you are readmitted.

Withdrawal from the College normally affects Financial Aid. Your award may be reduced or eliminated this semester. As a result, you may receive a bill for tuition, books, fees, etc. Financial Aid may also be cut off next semester. If a student has reasonable circumstances which led to the withdrawal, an appeal may be filed to request reinstatement of Financial Aid for the next semester.

Be advised that after withdrawal from courses schedule adjustment will not generate a refund. You will still be responsible for the cost of the course(s). If you received or were scheduled to receive financial aid, the award will be recalculated and you may owe a balance to the college. Please review your account at [onlineservices.bhcc.mass.edu](http://onlineservices.bhcc.mass.edu) and pay your balance promptly to avoid costly collection fees.