

# WITHDRAWAL FROM THE UNIVERSITY

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## Student Withdrawal

An undergraduate student wishing to withdraw voluntarily from the University must first confer with their advisor and a representative from Student Financial Services. The student must inform the University in writing of this decision via the Enrollment Status Form. After submission of the Enrollment Status Form, the student will receive confirmation that the form was received and the withdrawal was processed to the respective student's Bay Path email.

Only after the withdrawal is processed will refunds for course drops or withdrawal be made in accordance with the applicable refund policy. A student must complete all appropriate paperwork to be entitled to any refund. Please review the Refund Policy (<https://catalog.baypath.edu/traditional-undergraduate/financial-information/>) for additional information.

Withdrawn students wishing to return to Bay Path can review appropriate first steps in the Reinstatement, Re-Entry, Readmission Policy (<https://catalog.baypath.edu/traditional-undergraduate/academic-policies-procedures/>).

## Administrative Withdrawal

The University reserves the right to administratively withdraw a student from the institution if they have neither registered or formally requested a leave of absence or stop out prior to the add/drop deadline of the semester. Students considering a leave of absence or stop out are recommended to review the Leave of Absence and Stop Out Policy (<https://catalog.baypath.edu/traditional-undergraduate/academic-policies-procedures/>) for additional information. The Registrar's Office will notify any administratively withdrawn student of their change in status via their Bay Path email address.

Administratively withdrawn students wishing to return to Bay Path can review appropriate first steps in the Reinstatement, Re-Entry, Readmission Policy (<https://catalog.baypath.edu/traditional-undergraduate/academic-policies-procedures/>).