

Philadelphia College of Osteopathic Medicine

Withdrawal from PCOM Form

Dean's Office · Philadelphia Campus

205 Evans Hall · 4170 City Ave · Philadelphia, PA 19131 · Tel: 215-871-6770 · Fax: 215-871-6781

INSTRUCTIONS:

1. **Student:** Complete **PART A**, attach letter explaining the request for Withdrawal from PCOM and turn in to the Dean's office
2. **Student:** Make appointment and meet with the Dean to discuss the situation
3. **Dean:** If approval is given, the Dean will sign **PART B**
4. **Student:** Once approved by the Dean, make an appointment with the Financial Aid Deb Management Counselor.
If no financial aid, speak with the Registrar's Office, 215-871-6704.
5. **Financial Aid:** Having met with the Student, Financial Aid will complete **PART C** and will then send to the Registrar
6. **Registrar:** The Registrar will send confirmation of completion of leave process to the student

In the event of any questions, contact Registrar's office at 215-871-6704

Part A, Student's Information: Completed by Student

Term Effective From: _____

Banner ID/SSN: _____ **Date Withdrawal from PCOM Requested:** ___/___/___

Name: _____ **Program:** _____

Phone Number: _____ **E-mail:** _____

Current Address: _____

Student's Signature: _____ **Date:** _____

Part B, Dean's Approval: Completed by the Dean

Request for **Withdrawal from PCOM** has been reviewed and **approved** to be effective from: ___/___/___

Special Recommendations:

DEAN'S SIGNATURE: _____ **Date:** _____

Part C: Completed By Financial Aid Debt Management Counselor, Tel: 215-871-6170

Student has been advised that the **Withdrawal from PCOM** will affect his/her aid as follows:

Financial Aid Counselor's Signature: _____ **Date:** _____

My signature verifies that I have been explained to and understand all the affects that Withdrawing from PCOM will have on my Financial Aid. I understand that my loans will become due according to the terms and conditions of the contract with the lenders. I further understand that I am responsible to discuss this with my lenders to determine the appropriate course of action.

Student's Signature: _____ **Date:** _____

Part D: Financial Aid Sends Completed Form to the Registrar's Office, Fax: 215-871-6649

Registrar's Office: Will send confirmation of **Withdrawal from PCOM** to the Student