



MOODY BIBLE INSTITUTE

DISCONTINUATION OF ENROLLMENT

Policy:

Students who submit a Discontinuation of Enrollment are voluntarily discontinuing their studies at Moody and will no longer be enrolling in courses in any venue. Students that have been discontinued will lose access to their Moody student account and will need to apply for readmission through the Office of Admissions if they want to return in the future.

Process:

1. The student must complete Part 1 and submit it to academicrecords@moody.edu.
2. Academic Records will complete Part 2 and send an email confirmation to the student when the Discontinuation of Enrollment has been processed.

Part 1: To Be Completed by the Student

Name: _____ Student ID #: _____ Date: _____

Daytime Phone: _____ Email: _____

I am an F-1 Visa (International) Student and have contacted the International Student Office (ISO@moody.edu; 312-329-2230) prior to submitting this form.

I am requesting **Discontinuation** after the following semester (semester and year):

Fall _____ Spring _____ Summer _____

Reason(s) for requesting **Discontinuation** (check all that apply):

- Financial
- Ministry
- Getting Married
- Personal
- Medical
- Transferring to another school
- Military
- Other (please explain):

Please update your forwarding contact information:

Personal Email: _____

Address: _____

I understand and agree to abide by the policy stated above, that I will lose access to my Moody student account, and that I will need to apply for readmission through the Office of Admissions if I want to return in the future:

Signature: _____ Date: _____

Part 2: To Be Completed by the Office of Academic Records

- Checked for Holds
 - Checked GPA
 - Not an International Student
 - Email Sent to Student
- Staff Initials: _____ Date processed: _____