



Withdrawal Procedures

Dorsey College defines withdrawal as the termination of enrollment during any period in which a student is active. Merely ceasing to attend classes does not constitute an official withdrawal, academically or financially. A student requesting to be withdrawn from Dorsey College is required to complete the following three steps:

1. Contact the campus managing director or designated school official. Provide appropriate documentation to support the withdrawal, such as documentation from a physician, military orders, and/or a signed and dated statement from the student explaining the circumstances surrounding the need to withdraw. This documentation is required for accreditation purposes.
2. Confirm that student contact information is current, such as address, phone number and email address.
3. If the student is receiving financial aid, they are advised to meet with a financial aid advisor.

Completing the above steps will close the student's file with Dorsey College and reduce the necessity of further follow-up by the campus. Note that the official date of withdrawal is the last day of class attendance, as verified by an instructor.