



# WALDEN SCHOOL OF LIBERAL ARTS

## TRANSFER/WITHDRAWAL FORM

We are sorry that you are leaving Walden! To make your transfer/withdrawal official, please fill out this form and submit it to Walden’s registrar or counselor. This form must be filled out completely for your withdrawal to be official. Without a parent signature, the student will remain on our records and may not be eligible to enroll in a new school. Please allow up to seven business days for records to be processed and sent to your student’s new school.

Student Name \_\_\_\_\_

Withdrawal Date \_\_\_\_\_

Transferred to \_\_\_\_\_

Parent Signature \_\_\_\_\_

Reason for withdrawing from Walden:

Email form to [registrar@waldenschool.us](mailto:registrar@waldenschool.us)

### School personnel only:

Did student return all school property? No \_\_\_ Yes \_\_\_

If not, what item(s) need to be returned? \_\_\_\_\_

Amount to be invoiced if item is not returned \_\_\_\_\_

Unpaid Invoices? No \_\_\_ Yes \_\_\_ If yes, amount due: \_\_\_\_\_

Date Paid \_\_\_\_\_

Withdrawal date in Aspire \_\_\_\_\_

Records request date \_\_\_\_\_

Records sent date \_\_\_\_\_ Sent via: Fax Mail Email

Signature of Walden Personnel Completing Check-Out: \_\_\_\_\_