

What is the withdrawal policy?

Student Withdrawal Policy

A student planning to **withdraw** from CBTS must report this in writing to the Registrar, including the reason for the need to withdraw. This notification will be placed in the student's official file. For re-admission, the student is required to submit a new application and all materials before re-enrollment. The student will be responsible for all current bills, charges, tuition fees, semester fees, etc. The seminary reserves the right to restrict access to student's transcripts and files pending payment.

A student may elect to enter an **inactive status** for a limited period of time with approval from the Registrar. A student wishing to become inactive must report this in writing to the Registrar including the reason for the request. An inactive student will not be required to pay the semester enrollment fee during the inactive period. No coursework or grades will be recorded for any student while in inactive status. A student may remain inactive for four semesters at most. If the student does not become active after four semesters, he will be moved from inactive to dropped status. A student may resume active status at any time prior to the time limitation by simply notifying the Registrar and paying the semester enrollment fee. It is not necessary to go through the admissions process again. This inactive period may or may not be included in the degree time limits at the discretion of the Registrar & Academic Dean.

Any student who does not either pay the semester enrollment fee or contact the Registrar to discuss options and circumstances before September 15th for fall semester or February 14th for Spring semester will be given a warning via email indicating that he must contact the Registrar within 14 days. If the student fails to contact the Registrar before the 14 day period has elapsed he will immediately be placed in "Dropped" status and will lose access to all open courses. For re-admission, the student is required to submit a new application and all materials before re-enrollment. The student will be responsible for all current bills, charges, tuition fees, semester fees, etc. The seminary reserves the right to restrict access to student's transcripts and files pending payment.

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