

Withdrawing Student Checklist

We are sorry that you are leaving Saint Paul School of Theology. Listed below are withdrawal procedures that should make this process a fluid transition. (If you are leaving for one or two semesters and intend to return, you will want to take a Leave of Absence. Contact the Registrar's Office.)

Before Withdrawing:

Confer with your **Academic Advisor** about your concerns. Additionally, you may make an appointment to visit one or more of the following departments as a resource in the withdrawal process:

Dean of Students Office

Rev. Margaretta Narcisse (GKC)
(913) 253-5057
margaretta.narcisse@spst.edu

Rev. Rick Burns (OKC)
(405) 208-5758
rick.burns@spst.edu

D.Min. students, please contact:

Dr. Angela Sims
angela.sims@spst.edu

Registrar's Office

Tahmeka Thompson – Registrar
(913) 253-5026
tahmeka.thompson@spst.edu

Ethel Tomlinson- Registrar Clerk
(913) 253-5056
ethel.tomlinson@spst.edu

Student Financial Services GKC & OKC/International Student & Scholar Services

Kimberly Warren
(913) 253-5050
kim.warren@spst.edu

- **Students with financial aid should check with the Director of Financial Aid** to ascertain how withdrawing will affect your financial aid. Contact Kim Warren at 913-253-5050 or visit her office located at 13720 Roe Ave, Bld. C, Leawood, KS 66224 **(Mon-Wed) /or (Thurs-Fri)** Foxhill 4370 West 109th St, Ste #300, Overland Park, KS 66211.

- **You can find Saint Paul School of Theology's Refund Policy** by visiting www.spst.edu/consumer-information/#tab-id-4 and/or contact Christina Welch about your account at 913 253-5051 christina.welch@spst.edu

To Withdraw:

- **It is mandatory that Master's degree students meet with a Dean of Students** (Rev. Rick Burns @ (OKC) or Rev. Margaretta Narcisse (GKC)
- **Note:** If you have stopped attending classes, you can begin the withdrawal process by calling or emailing the **Registrar's Office** Mon-Fri 8:00am-4:30pm. Your withdrawal **will not** be finalized until an **exit interview** is completed with Rev. Rick Burns (OKC) or Rev. Margaretta Narcisse (GKC).
- In most cases, if you withdraw after the add/drop deadline you will still be responsible for all tuition and fees due to Saint Paul School of Theology.

After Withdrawal:

- **Visit or contact the Accounting Department.** Christina Welch will inform you if you have any refund or balance due. Contact Christina at 913 253-5051 or email christina.welch@spst.edu . Please contact Kim Warren- Director of Financial Aid, regarding any financial aid and grant information with the Federal and State government(s).
- **Official Transcript-** If you need to request an official transcript, and your financial account is in good standing, you can complete a Transcript/Enrollment Verification Form by visiting our website @ www.spt.edu (forms & documents). If you have an outstanding balance with our Accounting office, you will not be able to procure an official or unofficial transcript, until you clear your balance.
- **F1 International students** need to notify Kim Warren- Director of Financial Aid
- **Return your OKC I.D. badges** – Students in Oklahoma must return your identification cards. Please return identification card to
Rick Burns at Oklahoma City University- Bishop W. Angie Smith Chapel
2501 N. Blackwelder
Oklahoma City, OK 73106
Phone: 405 253-5757
- **Update your permanent address on your Self-Service account-** It is paramount that you update your contact information to ensure that you will receive any refunds due, statements, etc., which would include your permanent address, email address, and contact numbers. Additionally, you may contact the **Registrar's office** to update any changes regarding your address, email contact, and so forth.
- **Library-** Please ensure that you clear everything with our library (return of books, etc.).

Returning to Saint Paul School of Theology

- **Should you contemplate on returning to Saint Paul School of Theology** to continue your degree program, you should contact Brian Green-Young- Director of Recruitment-Admissions Department @ 405 208-5759 or email brian.green-young@spst.edu