

Withdrawing Student Checklist

We are sorry that you are leaving Saint Paul School of Theology seminary. Listed below are withdrawal procedures that should make this process a fluid transition.

Before Withdrawing:

Confer with your Academic Advisor about your concerns, and let **each** of your professor's know of your intent to withdraw. Additionally, you may make an appointment or visit one or more of the following departments as a resource in the withdrawal process:-

Dean of Students Office

Rev. Margaretta Narcisse (913) 253-5057 (KC)

margaretta.narcisse@spst.edu

Rev. Rick Burns (405) 208—5758

rick.burns@spst.edu

Registrar's Office

Tahmeka Thompson- Director of Institutional Effectiveness and Registrar (913) 253-5026 tahmeka.thompson@spst.edu

Ethel Tomlinson- Registrar Clerk (913) 253-5056

ethel.tomlinson@spst.edu

Student Financial Services KC & 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- Jennifer Smith about your account @ 913 253-5051 jennifer.smith@spst.edu

To Withdraw:

- **It is mandatory that you meet with a Dean of Students** (Rev. Rick Burns @ rick.burns@spst.edu (405) 253-5758 OKL or Rev. Margaretta Narcisse @ margaretta.narcisse@spst.edu (913) 253-5057 **(KC)**)
- **Kindly Note:** If you have stopped attending classes, you can begin the withdrawal process by calling or emailing the **Registrar's Office** – Tahmeka Thompson @ tahmeka.thompson@spst.edu or Ethel Tomlinson @ ethel.tomlinson@spst.edu 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 (KC).

After Withdrawal:

- **Visit or contact the Accounting Department-** Jennifer Smith will inform you if you have any refund or balance due. Contact Jennifer at 913 253-5051 or email jennifer.smith@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) NB. 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 Rachel McClain @ Oklahoma City University- Bishop W. Angie Smith Chapel, 2501 N. Blackwelder, Oklahoma City, OK 73106- Phone: 405 253-5757, email rachel.mcclain@spst.edu
- **Update your permanent address on your self-service-** It is paramount that you update your contact information to ensure that you will receive any refunds due, statements, etcetera, which would encompass 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, etcetera).

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 Deana Brink- Interim Director of Admissions Department @ 913 253-5042 or email deana.brink@spst.edu



Saint Paul School of Theology
4370 W. 109th Street,
Overland Park, KS 66211

Saint Paul School of Theology at Oklahoma City University
2501 N. Blackwelder,
Oklahoma City, OK 73106