

BURRELL COLLEGE *of* **HEALTH SCIENCES**

Office of Financial Aid Contact and Additional Information

Director of Financial Aid

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Associate Director of Financial Aid

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Financial Aid Advisor

Leyla Porras, BA

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Registrar

Eric Sandoval

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Associate Registrar

Delano Martinez

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Withdrawal and Dismiss Procedures:

It is required that any student who leaves the college for any reason go through the checkout process. Failure to complete the process may cause the college to withhold all records pertaining to the medical student. To complete the process, a student must take the following steps:

1. If withdrawing, submit a letter of resignation to the college Registrar.
2. Obtain the college Student Checkout Form from the Office of the Registrar.
3. Complete an exit interview with a representative from each the following offices:
 1. Registrar
 2. Financial Aid
 3. Office of Finance
 4. Library Resources
 5. Information Systems
 6. Security

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4. Sign, date and return the completed student check out form to the Registrar
Refund Policy [B9510 Tuition Refund Policy](#)