

## NON-RETURNING FORM

### Completing the Non-Returning Process:

- Step 1:** Complete Section 1 of this form in order to begin the notification process.
- Step 2:** Make an appointment with the Dean/Associate Dean of Students for an exit interview.
- Step 3:** Secure required signatures and return this form to the Registrar's Office by the end of the semester for completion of Section 6.

### Section 1: Student Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please complete the exit survey using the following link or QR code (survey must be completed prior to obtaining signature of Dean/Associate Dean and Associate Registrar):

<https://forms.office.com/r/wizLmpBxiY>



### Section 2 Dean of Students Office - 115 Center Hall

- This student has met with the Dean/Associate Dean of Students and the Dean/Associate Dean of Students is aware that the student plans not to return to the College next semester.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### Section 3: Advisor

- This student has met with their academic advisor and their advisor is aware that the student plans to not return to the College next semester.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### Section 4: Financial Aid - Garden Level Trippet Hall

- This student has met with the Financial Aid Office and completed the necessary paperwork required, if any, to not return to the College next semester.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### Section 5: Business Office – 105 Center Hall

- This student has met with the Director of Student Accounts and completed the necessary paperwork required, if any, to not return to the College next semester.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### Section 6: Registrar's Office-115 Center Hall

- I do not intend on returning to Wabash College next semester. If I change my mind, I will contact the Associate Registrar at 765-361-6245 by July 1<sup>st</sup> to return in the fall and January 1<sup>st</sup> to return in the spring. Past these deadlines, I understand that my pre-registration, billing, and room assignment will be cancelled and I must contact the Dean of Students Office at 765-361-6310 to gain approval to return.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_