



### NOTICE OF INTENT TO NOT RETURN

This form is for students who have completed a term, but who are not planning to return to BC for the following term. Completion and return of this form will remove the student from any classes in which preregistration has been processed, as long as it is received by the Office of the Registrar *prior* to the beginning of the affected semester. This form should be returned to the Office of the Registrar by FAX (828-641-0390), mail (One Brevard College Drive, Brevard, NC 28712), Email ([Registrar@brevard.edu](mailto:Registrar@brevard.edu)) from the students Brevard College email or in person.

**Please Print Clearly**

I, \_\_\_\_\_, will not be returning for the \_\_\_\_\_ semester due to one of the  
(First M. Initial Last) (term/year)

following reasons (check appropriate boxes for your situation):

- I am transferring to \_\_\_\_\_
- I prefer a different program of study (Please state what that is) \_\_\_\_\_
- Financial
- I prefer to be closer to home.
- I prefer a different environment (Please list any specific as you can, e.g., size, location, etc.) \_\_\_\_\_

I am taking a leave of absence and plan to return to Brevard College \_\_\_\_\_ (Semester/Year)

**Note:** A Leave of Absence is a period of separation from Brevard for one semester. Only continuing degree seeking students in good standing are eligible. Students with this status do not need to apply for readmission and may register for classes during the scheduled registration dates. If the leave of absence exceeds one semester the student will need to be readmitted to the college through the Admissions Office. All requests for study at another institution during the leave must be approved in advance by your faculty advisor and the Registrar. (Transient Permission form available at [my.brevard.edu](http://my.brevard.edu) on the Registrar's page)

I am planning on studying abroad  
Proposed Period of Leave (enter Year) Fall \_\_\_\_\_ Spring \_\_\_\_\_ Full Year \_\_\_\_\_  
Name of college or University at which you propose to study \_\_\_\_\_  
Sponsoring US institution (if applicable) \_\_\_\_\_

**Note:** All requests for study at another institution during the leave must be approved in advance by your faculty advisor and the Registrar. (Transient Permission form available on [my.brevard.edu](http://my.brevard.edu) on the Registrar's page). Students with this status do not need to apply for readmission and may register for classes during the scheduled registration dates.

- I originally intended to enroll for only the one semester.
- I have completed requirements
- Other (Please be as specific as possible) \_\_\_\_\_

Please remove me from any classes for which I have preregistered. I understand that I should notify all the following offices to settle my affairs with Brevard College:

- Office of Business and Finance Representative: Student Accounts [studentaccounts@brevard.edu](mailto:studentaccounts@brevard.edu) or 828-641-0178
- Financial Aid Representative: [finaid@brevard.edu](mailto:finaid@brevard.edu) or 828-641-0113
- Campus Life Representative: [campuslife@brevard.edu](mailto:campuslife@brevard.edu) or 828-641-0125

Student Signature \_\_\_\_\_ BC Student ID# \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Date \_\_\_\_\_

Print Advisor's Name \_\_\_\_\_ Are you preregistered for the next semester? Yes \_\_\_\_\_ No \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed Date: \_\_\_\_\_