



Deactivate Student Status

This form is intended for students who intend to not return to Spring Hill College for a future term. Students withdrawing from courses in the middle of a term should not use this form. For questions about student status or withdrawing please contact Student Advising Services at 251-380-3470. **THIS FORM SHOULD BE TURNED INTO THE REGISTRAR'S OFFICE.**

First Name	Last Name	Student ID #	
Home Address	City	State	Zip Code

Are you in good academic standing?

Yes No

Do you have any pending disciplinary cases?

Yes No

Semester/Year your inactive status begins

Please confirm and initial the following statements:

_____ I certify that I have completed the [Online Exit Survey](#).

_____ I understand that I must turn in this form to be removed from classes. If I do not turn in this form, I will remain in classes and be billed.

_____ I understand that if I have borrowed money I must complete exit loan counseling. For direct subsidized or unsubsidized loans: www.studentloans.gov. For questions regarding loan payments I can contact Student Financial Services at 251-380-3460.

_____ I understand that if I wish to return to SHC or obtain a transcript, my bill must be paid in full.

_____ If I am currently living in on-campus housing, I understand that it is my responsibility to remove all of my personal belongings from my room and turn in all keys (building, room, mailbox) no later than 24 hours after I have signed this form or after the last day of classes for the term I am enrolled. I must obtain a signature from the Office of Residence Life proving I have made a plan to vacate my room.

Office of Residence Life: _____

*Leave of Absence

Approved Leave of Absences are for students who are in good academic standing and are not subject to disciplinary action. It is for students who have developed a planned academic interruption. Leave of Absences may be granted for up to one academic year. Additional supporting evidence of reason may be required before a student is approved for a Leave of Absence. Students on approved Leave of Absence will be permitted to go through Re-Entry instead of Re-Admission. Students will be notified via email if their Leave of Absence is approved.

Are you requesting of Leave of Absence*?

Yes No (if no leave the boxes below blank)

Reason (*required if requesting a Leave of Absence):

Semester/Year you plan to return to SHC	Approval from Office of the Provost
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Student's Signature	Date	Contact Phone #
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OFFICE USE ONLY – to be completed by the Registrar's Office

Major	Class	Advisor	Reason for Leaving
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