Huntingdon College

Intent Not to Return Form

This form is for students who have completed a term, but who are not planning on returning to the college 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 effected semester. This form should be returned to the office of the Registrar by fax (334/833-4313), mail (1500 East Fairview Ave., Montgomery, AL 36106) or in person (Wilson 105).

I, ________________________________ (print name), will not be returning for the ______________ semester due to one or more of the following reasons (check appropriate boxes for your situation):

☐ I am transferring to ________________________________
☐ I desire a different program of study (please state what it is) ________________________________
☐ Financial
☐ I desire to be closer to home
☐ I desire a different environment (please list any specifics you can, e.g. size, location)

____________________________________________________
☐ I am taking a semester off
☐ I only intended to be enrolled for the one semester
☐ Completion of requirements

Student signature ___________________________________________ Date: _______________________

Certifications that I notified all the following offices to settle my affairs with Huntingdon College:

1. Exit Conference with Asst. VPAA/Dir. of the Staton Center for Learning Enrichment – Dr. Erastus Dudley Flowers 109
   Signature of Director ________________________________ Date: _______________________
   Signature of Assistant Director, Staton Center for Learning Enrichment – Chris Clark - Jackson 112 –
   (if Director of the Staton Center is unavailable) ________________________________ Date: _______________________

2. Tech Team –Charles Stanton (ext. 4546) or Rick Bruner (ext. 4540) Flowers Basement 5
   Huntingdon Plan Computer has ______ has not ______ been recovered. If not, student plans to return it - yes____ no_____.
   Huntingdon Mail box key has ______ has not ______ been returned. If not, student plans to return - yes____ no_____.
   Signature of Tech Team: ________________________________ Date: _______________________

3. Library – Margaret Kinney (ext. 4422) or Joel Godfrey (ext. 4512) Library
   The student’s record in the library is____ is not ____ clear. Signature ________________________________

4. Director of Residence Life (if a residence hall student) – Coleman Cosgrove (ext. 4349) The Hut 106
   The student’s residential life affairs are____ are not ____ arranged satisfactorily.
   Signature of Director of Residence Life ________________________________ Date: _______________________
   Signature of Dean of Students (if Dir. Of Residence Life is unavailable) ________________________________

5. Student Account Manager – Karen Graham (ext. 4404) – Wilson 108A
   Student will be billed for Huntingdon Mail box key yes____ no_____.
   Student will be billed for Huntingdon Plan Computer yes____ no_____.
   Huntingdon Travel option has ______ has not ______ been used.
   Account balance arrangements have ______ have not ______ been made.
   Signature of Student Account Manager: ________________________________ Date: _______________________

6. Director of Student Financial Aid – Belinda Duet (ext. 4519) – Wilson 108C
   Signature of Director of Student Financial Aid: ________________________________ Date: _______________________

7. Registrar- Maryann Beck (ext. 4522) – Wilson 105
   Signature of Registrar: ________________________________ Date: _______________________

form revised 10/21/10