

# RE-ADMITTANCE REQUEST FORM



OWENS  
COMMUNITY COLLEGE

***This Form Cannot Be Faxed***

**You must meet with a Student Financial Services Advisor before this form can be processed.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Semester/Year \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (with area code) \_\_\_\_\_ OCID (Owens College Identification Number) \_\_\_\_\_

## **COURSES TO BE READMITTED:**

**\*\* Faculty permission is only valid for 14 days \*\***

Campus	CRN	Course Title	Course Number	Section Number	Credit Hours	Instructor Signature/Dept Signature	Date Signed

**A non-refundable fee of \$150.00 will be assessed at the time of re-admittance.**

**No grade will be awarded for your course(s) if you are not reinstated. The steps must be completed or you may not be guaranteed to re-enter classes for this semester.**

In accordance with Ohio Revised Code, I understand that I am responsible for all fees and expenses related to these courses whether or not I attend the class. I understand that if I fail to pay these fees, I will be responsible for any interest and collection fees assessed against my account including, but not limited to all expenses as a result of litigation or other expenses incurred in an effort to collect this debt.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Financial Services Signature

\_\_\_\_\_  
Date

Payment method:   Paid in full   Third Party   FA   DPP

***Please print this form and then sign and date.***

# PROCESS FOR RE-ADMITTANCE

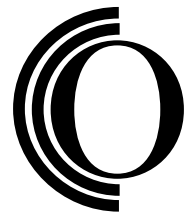
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1. Obtain dated signatures from each of your course instructors indicating that you will be allowed to continue to attend. Only instructor signatures will be accepted for re-admittance. Instructor contact information is provided on each of your course syllabi. You may also contact your instructor(s) prior to or after the class meeting time to request re-admittance or send the instructor an email via your OMail account. OMail email confirmation by the instructor(s) will be accepted in lieu of a written signature. All emails must originate from OMail. The instructor may email the Student Financial Services Office at [studentfinancial@owens.edu](mailto:studentfinancial@owens.edu) to notify the office that the student has been approved for re-admittance and a copy forwarded to the student. Make sure the student's name is on the subject line of the email. If the class has not begun and if there are seats available, signature/email is not required. Faculty permission is **only valid for 14 days**. After 14 days, a new signature/Owens email approval must be obtained by the student.
2. **In order for re-admission to take place, you MUST** meet with a Student Financial Services Advisor (College Hall 130, Toledo-area Campus or 112 Education Center, Findlay-area Campus). This form **may not** be faxed, mailed or placed in the drop box as discussion of payment method is required before a re-admission form can be processed. If Student Financial Services/Records Office receives this form via fax, US mail or in the drop box, **it will not be processed**. Payment must be made at time of re-admittance. Payment should not be made until all signatures have been obtained and you have met with a Student Financial Services Advisor.
  - If you are receiving financial aid, you must complete a Promissory Note in the Student Financial Services Office after finalizing all required items.
  - If a third party (employer and/or scholarship) is paying for your tuition, you need to provide either a voucher or paperwork at time of re-admittance along with the completed re-admittance form.
  - If applying for the Deferred Payment Plan, you must make all necessary payments to bring the Deferred Payment Plan up-to-date.
  - Owens accepts cash, check, money order and credit card. (Discover, MasterCard, and Visa) Payments can be made online (check and credit card) or by using the drop box (cash, check or money order) in either Toledo or Findlay. When paying by cash, please use exact change. If exact change is not used, all refunds will be sent to the student's selected refund preference with BankMobile.

**At any point in this process, re-admittance may be denied.**

**If, for any reason, payment is not made at time of re-admittance, classes may be cancelled.**



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