

University of the Southern Caribbean

NOTIFICATION OF INTENTION TO RETURN & APPLICATION FOR ACADEMIC RE-ADMISSION

**Please read instructions overleaf before you complete this form.**

**Please check one of the following:**

- ( ) Notice to Update Admissions File (Accepted, but never attended)
- ( ) Notice of Intention to Continue (Graduated and returning)
- ( ) Notice of Intention to Continue (Never Graduated and returning)

**NAME:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**Andrews University ID:** \_\_\_\_\_ **University of the Southern Caribbean ID:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Indicate which term you will begin/continue attending USC (please check one):**

- ( ) 1<sup>st</sup> Semester (Sep. – Dec.)    ( ) 2<sup>nd</sup> Semester (Jan. – May)    ( ) 3<sup>rd</sup> Semester (May-July); Year 20 / 20

**Degree/Major desired:** \_\_\_\_\_

**Term and Year you last attended USC (returning students):** \_\_\_\_\_

**Degree Earned (If you Graduated):** \_\_\_\_\_

**If your legal name has changed after you left USC, please write the name on your previous record:**

**Admission Classification:** ( ) Regular ( ) Provisional ( ) Permission to Take Classes (P.T.C.) ( ) Other \_\_\_\_\_

**Proposed Graduation Date:** ( ) May 2022 ( ) December 2022 Conferral ( ) Other \_\_\_\_\_

❖ Please check any or all of the following for which you need to secure written approval before graduation materials can be processed:

- ( ) Transfer of Credits    ( ) Credit by Examination    ( ) Substitution or Waiver of Credits

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

STUDENT DEVELOPMENT	( ) APPROVED ( ) DENIED Date: _____	SIGNATURE/STAMP
FINANCIAL STATUS	( ) APPROVED ( ) DENIED ( ) ON PROBATION Date: _____	SIGNATURE/STAMP
ADMISSIONS OFFICE	( ) APPROVED ( ) DENIED Date: _____	SIGNATURE/STAMP

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**CONDITIONS FOR RETURNING**

1. All provisional students must have secured the lacking requirements for regularization by registration day of the first semester of the school year.
2. All prospective graduates **must** have had approval for regular admission into the program from which they want to graduate on or before the date of submitting their graduation application.
3. Students who continue to do courses without securing the lacking entry requirements by the stipulated deadline, will be in violation of the regulations regarding admission and will therefore receive no credits towards graduation. Any deviation from the published admissions requirements must be approved in writing by the first registration day of the semester.
4. The Associate Director for Admissions is here to assist you in securing the admission approval. Please be sure to discuss your admission with her if you do not have approval for regular admission.
5. Applicants may be refused re-admission when they do not meet the admission standards, when their provisional admission contracts have expired, or when they submit transcripts or records found to be fraudulent. Admission status may be cancelled or annulled when students do not meet the conditions specified for continuing enrolment and when the admission status was based on documents later found to be fraudulent.
6. Students must have Student Development and Student Finance approval before approval for registration can be considered.