

Intent to Enroll Form and Instructions



AUGUSTA
UNIVERSITY

Dear Augusta University Student:

When you must leave a module to enroll in independent study coursework, it is necessary to communicate with the Registrar's Office about your plans to return to the program.

Upon initiating this conversation, you must decide if you will return to the program in the current semester or withdraw from the program, returning in a later semester.

Deciding to return in the current semester means that you will not be withdrawn from the institution.

If you will return in the current semester to continue your enrollment, you will not be placed into withdrawal status. If you are a financial aid recipient, withdrawal will begin your grace period on your student loans. A withdrawal will result in withdrawal calculations being performed against your student account. When withdrawal calculations are performed, utilizing your last date of attendance, this can result in a return of Title IV funds and ultimately may create an unpaid balance due on your student account.

If you decide that you will return in a future module during the current semester, you must complete the Intent to Enroll Form and submit it to the Registrar's Office as of the date you cease attendance in the program. This form includes a place for you to sign acknowledging that you will return, the expected date of your return, as well as the last date of your attendance. This form is only to be completed if you will return to a later module during the current semester.

If you complete the Intent to Enroll Form and are not actively enrolled by the date you agreed to on this form, the Registrar's Office will process an Institutional Withdrawal Form and you will be actively withdrawn from the program and from Augusta University.

Intent to Enroll Form and Instructions

If you are a financial aid recipient, this withdrawal will result in Return of Title IV Calculations being performed as of your last date of attendance and may cause you to owe a balance to Augusta University. If a balance is created, it will be due immediately.

It is important that you remain in contact with the Registrar's Office as advised during your leave period. Also, monitor your campus email for any requests or updates. Contact is the key to a successful leave period.

Instructions: This form must be submitted to the Registrar's Office upon your decision to cease attendance of any module, **if you intend to return in the current semester**. You must inform the Registrar's Office of your intent to return three weeks before your expected return date. The Registrar's Office is located in Rains Hall and can be reached by telephone at 706-446-1430, or by email: registrar@augusta.edu.

Intent to Enroll Form



AUGUSTA
UNIVERSITY

Enrollment-Financial Aid-Business

Banner ID: _____ Date: _____

Student Name: _____, _____, _____
Last First MI

Current term: _____ / _____ Advisor: _____
Term / Year

Last Date of Attendance: _____ Date of Expected Return: _____

Due to your pending withdrawal, and per USDOE Federal Regulations and Augusta University policy, you must confirm your intent to attend a course in a future term (module) within the current semester (even if you are already registered) to properly determine whether your enrollment and financial aid should be processed for a Title IV Return Calculation due to your pending withdrawal. You must submit this form if you have withdrawn from your current course(s), you are not currently attending any other course(s), and you intend to take a course during a later time period in this current semester. If you have dropped all future modules, you will not be considered a withdrawal unless you do not return on the scheduled date.

If you do not plan to register and attend another course during the current semester, you do not need to fill out this form, however, please be aware that **you may no longer be eligible** for the full amount of Federal Title IV funds that you were originally scheduled to receive. A withdrawal calculation may result in Augusta University processing a required return of unearned federal financial aid. Therefore, a portion of your tuition and fees may no longer be covered by financial aid. If a balance due is created, you will be responsible for making immediate payment on your student account.

Failure to submit this form will not automatically drop you from any course(s) for which you are registered. If you do not plan to stay enrolled, you need to officially drop the courses through the Registrar's Office.

Instructions: This form must be submitted to the Registrar's Office upon your decision to cease attendance of any module, if you intend to return in the current semester. You must inform the Registrar's Office of your intent to return three weeks before your expected return date. The Registrar's Office is located in Rains Hall and can be reached by telephone at 706-446-1430, or by email: registrar@augusta.edu .

I do hereby confirm that I intend to enroll in a future period (module) during the current semester. I also understand that if I do not successfully complete this future period in this semester, my financial aid will be processed for a Title IV return calculation due to withdrawal. This may create a balance due to Augusta University and I will be responsible for making immediate payment of any balance due.

Signed: _____
(Must be original signature)