



RE-ADMITTANCE REQUEST FORM

This Form Cannot Be Faxed

You Must Meet with an Oserve Advocate Before Form Can Be Processed

Last Name	First Name	MI	Semester/Year _____ <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall		
Street	City	State	Zip Code	Phone Number (with area code)	

OCID (Owens College Identification Number)
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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

Oserve Signature Date

Payment method: Paid in full Third Party FA DPP



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 Oserve Office at oserve@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 an **Oserve Advocate**. 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 Oserve/Records Office receives this form via fax, US mail or in the drop box, **it will not be processed**. (College Hall 130, Toledo Campus or 112 Education Center, Findlay Campus) 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 an Oserve Advocate.
 - If you are receiving financial aid, you must complete a Promissory Note in Oserve 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 on-line (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 BankMobile account.

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.