

# Bentley University

## Office of Academic Services

### Return/Readmit Form

All students requesting to return to Bentley University following a leave **MUST** fill out this form:

- Students returning from **leave of absence** must submit this form to the Registrar's Office, RAU 111;
- Students returning from an **official withdrawal, academic suspension or dismissal** must submit this form to the Office of Academic Services, LIN 21;
- Students returning from **judicial suspension or dismissal** must submit this form to the Office of Student Life, temporarily located in Lewis Hall.
- Students returning from **Academic Integrity suspension or dismissal** must submit this form to the Academic Integrity Coordinator, SMI;
- **Deadlines:**      **For Summer and/or Fall Return:**      **March 1**  
                                 **For Spring Return:**                                      **October 1**

Reason for Absence:      ☐ Leave of Absence      ☐ Suspension or Dismissal      ☐ Other\_\_\_\_\_

Return Semester:      ☐ Fall \_\_\_\_\_      ☐ Summer I \_\_\_\_\_  
                                 ☐ Spring \_\_\_\_\_      ☐ Summer II \_\_\_\_\_

Student Status:      ☐ Day      ☐ Evening

Name: \_\_\_\_\_

Student ID# @ \_\_\_\_\_

Current Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different) or Business Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

#### **For Office Use Only:**

Note: Form cannot be processed if student has additional holds.

Conditions or Restrictions, if applicable (if returning from Suspension/Dismissal, attach copy of contract):

Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

FAX copies to:      Student Affairs  
                                 International Students Only: Center for International Students and Scholars  
                                 Financial Assistance