



Office of the Registrar
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**UNDERGRADUATE
 REACTIVATION**

Policy Regarding Reactivation

- Reactivation is an action approved by the Office of Retention and Advising when a student is returning from a withdrawal.
- A former student may request reactivation within two years after withdrawal. After two years it is necessary to reapply to the University through the Admissions Office.
- A **\$20.00** fee will be collected by the Cashier's Office (*This fee is waived when the student is returning before the end of an official leave of absence.*)

All information is required to process the request for reactivation.

Student Information (To be completed by the student)

Last Name _____		First Name _____	Initial _____	
Street Address _____		City _____	State _____	Postal Code _____
(_____) _____		Level: <input type="checkbox"/> First Year	<input type="checkbox"/> Sophomore	
Preferred Contact Phone Number _____		Student Identification Number _____	<input type="checkbox"/> Junior <input type="checkbox"/> Senior	

Student Certification

I affirm that I have read the policy outlined above and am requesting reactivation to student status.

Signature of Student _____	Date _____
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Administrative Certification (To be completed by the Office of Retention and Advising)

Reactivation is approved for this student for the following semester/session:

Semester/Session: Fall Summer I | Year: 20__ __
 Spring Summer II

Failure to enroll in the approved semester/session negates this approval.

Office of Retention and Advising _____	Date _____
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Office Use Only

Fee collected: ____/____/____ By: _____

Form Received: ____/____/____ Leave of Absence Processed: ____/____/____ By: _____