



OHIO NORTHERN UNIVERSITY

Notice of Not Returning

Registrar's Office
525 S. Main Street
Ada, OH 45810
(419) 772-2024
FAX (419) 772-2627
registrar@onu.edu

This form should be used when a student notifies ONU that s/he will not be returning to ONU. If classes have already started for the term, then **only** the dean's office can initiate this form. If classes have not started, any office may originate this form.

Directions: Upon completion of this form, please save and email as an attachment to:
business@onu.edu bursar@onu.edu engineering@onu.edu a-and-s@onu.edu pharmacy@onu.edu
reslife@onu.edu law-admission@onu.edu mailroom@onu.edu financial-aid@onu.edu
admissions-ug@onu.edu s-agin@onu.edu registrar@onu.edu

| | |
|----------|-----------------------|
| _____ | _____ |
| ONU ID # | LAST NAME, FIRST NAME |
| _____ | _____ |
| COLLEGE | MAJOR |

PLEASE SELECT **ORIGINATING** OFFICE:

INFORMATION HAS BEEN RECEIVED **FROM THIS STUDENT (NOT PARENT)** THAT S/HE **WILL NOT** BE RETURNING FOR THE:

SELECT TERM: CONTACT: FINISHING THE CURRENT TERM:

A PHONE CALL from a student/parent/or anyone IS NOT an ACCEPTABLE FORM OF NOTICE OF NOT RETURNING

Student signature or proper documentation (letter, signed notice, email from ONU account, etc.) must be obtained and sent to Registrar's Office with this form.

REASON FOR NOT RETURNING:

Student Signature (If in person) and Date

Form Originator Signature and Date

If withdrawing completely from the current term, please complete this section.

Last Day of Attendance: _____

Dean, Assoc. Dean or Assist Dean
Signature and Date

Controller
Signature and Date

Office of Residence Life
Signature and Date

Financial Aid
Signature and Date

Processed by: _____ Date: _____